



Santa Clara County Occupational Outlook

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Table of Contents



Introduction

Introduction	i–ii
Project Methodology	iii–iv
Description of Tables	v–ix

Tables

Bill and Account Collectors	2–3
Biotechnology Research Assistants	4–5
Brokerage Clerks	6–7
Computer Support Specialists	8–9
Electronic Home Entertainment Equipment Repairers	10–11
Engineering, Mathematical, and Natural Sciences Managers	12–13
Financial Planners	14–15
Food Preparation Workers	16–17
General Office Clerks	18–19
Guards and Watch Guards	20–21
Home Health Aides	22–23
Maids and Housekeeping Cleaners	24–25
Mechanical Engineers	26–27
Multimedia Specialists	28–29
Paralegal Personnel	30–31
Physical Therapy Aides	32–33
Physical Therapy Assistants	34–35
Receptionists and Information Clerks	36–37
Sales Agents and Placers-Insurance	38–39
Salespersons-Retail (Except Vehicle Sales)	40–41
Stock Clerks- Stockroom, Warehouse, Storage Yard	42–43
Systems Analyst-Electronic Data Processing	44–45
Teachers-Secondary School	46–47
Waiters and Waitresses	48–49
Writers and Editors	50–51

Appendix

Appendix A: Training Providers	52–55
Appendix B: Previously Studied Occupations	56–57

Introduction

Overview

The NOVA Private Industry Council Labor Market Information Study is produced as part of a state-wide project called the California Cooperative Occupational Information System (CCOIS). The program is a cooperative effort between NOVA Private Industry Council and the State of California Employment Development Department (EDD), Labor Market Information Division (LMID). It is an annual study conducted to improve the match between the labor needs of employers and the skills of job seekers by providing current, localized occupational information. Funding for this study is provided by EDD and NOVA.

NOVA Private Industry Council

NOVA Private Industry Council (NOVA PIC) includes representatives of local business, industry, education and service agencies. It was formed in 1983 to implement the federal Job Training Partnership Act (JTPA) for North Santa Clara County. The services provided by the NOVA PIC are administered by the City of Sunnyvale.

The services provided by the NOVA PIC benefit both employers and job seekers. Employers can receive assistance with their hiring, retraining or out-placement needs. Job seekers may receive vocational testing and counseling as well as assistance in obtaining the competitive skills necessary to enter the work force. Additionally, the NOVA PIC offers services funded outside of JTPA such as this labor market information study and special projects for employee retraining, veterans, youth, the homeless, and individuals with disabilities.

As a primary administrator of local employment and training funds and an organization established to coordinate private and public efforts in that area, NOVA PIC was in an ideal position to act as the coordinator of the local portion of the California Cooperative Occupational Information System. NOVA PIC therefore sought and obtained funding to be one of the first pilot sites in the state for this project. 1998 marks the tenth year of NOVA PIC's participation in the project.

Labor Market Information Division (LMID)

This project is administered by LMID to encourage state/local cooperation in gathering, analyzing and distributing occupational information. LMID has access to an extensive state data base from which to provide information and projections concerning local labor market conditions. LMID's expertise, technical assistance and data base have all been made available to NOVA PIC, and, through this publication, are now being made available to you.

Note: The various tasks of each organization in the survey process are described in Project Methodology.

Uses of the data

The data in this publication has been gathered, analyzed, and is distributed with the intention of being used by a variety of organizations and individuals for many different purposes. Some of the most important uses are listed below.

Career Decisions: The Occupational Tables have been specifically designed for use by career counselors and job seekers to provide easy to read local information on twenty-five occupations. The localized information includes employer requirements and preferences, wages, and labor supply and demand. It helps career counselors and job seekers to make informed occupational choices based on skills, abilities, interests, education, and personal needs.

Note: In the "Description of Occupational Outlook Tables," each section of the table is defined. Suggestions for interpreting the data have been made in italics. It is hoped that this format will make it easier for career counselors to use this data effectively when working with clients.

Placement and Job Development: When job counselors and job developers are looking for appropriate placements for clients, the Occupational Outlook Tables can also be of help.

Note: Supply/Demand information is provided to assist job seekers in making a decision as to whether a particular occupation is

appropriate for their skills, abilities, education and needs. The information may help the counselor and job seeker to assess the job market and to become more aware of the job skills which Santa Clara County employers rate as important for entry into the occupation. The information provided under the title "Principal Employing Industries" can guide the job seeker toward industries which are the largest sources of employment for that occupation.

Vocational Program Planning: The report provides local planners and administrators with employment data including occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

Note: The Occupational Tables provide local planners with the Supply/Demand, Occupational Size and Expected Growth Rate information. This section summarizes data collected from state tax records as well as a federal occupational survey and information collected directly from local employers. This multi-source information will make it possible to make more confident judgments concerning the suitability of occupations for training.

Curriculum Design: Training providers can assess and update their curriculum based on current employer needs and projected trends as indicated in this report.

Note: The "Job Skills" section of the Occupational Tables, which provides information on employer skill preferences, will be of particular value to curriculum planners because it rates skills according to employers' evaluation as either very important or important.

Economic Development: Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in the Santa Clara labor market area.

Note: Information on Supply/Demand, Occupational Size and Growth Rates, and Wage Data can be used in establishing the suitability of Santa Clara County for specific types of business growth and development.

Program Marketing: Training providers can effectively market their programs by informing students, employers, and others that the chances for job placements are much greater because their programs are developed using reliable local information.

Human Resource Management: Small business owners and large corporate human resource directors alike can use this report to determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

It is hoped that this publication will meet the needs of its users. If you have any suggestions for improvement, please contact NOVA's LMI Project Coordinator at (408) 730-7232.

Project Methodology

LMID developed Occupational Forecast Tables specifically for NOVA PIC. These tables provide 1995 employment by occupation, projected seven year growth, and separation figures for occupations in Santa Clara in which there is employment of 50 or more. Occupational distribution by industry is also provided.

These tables contain information on over 400 occupations. They are generated using state unemployment insurance records of Santa Clara County businesses and data from a federally financed Occupational Employment Statistics (OES) survey of occupational distribution within industries, identified according to Standard Industrial Classification (SIC) titles.

Occupational selection criteria

NOVA PIC applied the following criteria to narrow the list of possible occupations to survey to twenty-five:

- The occupation must have a substantial employment base in the county;
- There must be a substantial number of projected job openings in the county;
- There appears to be present and future occupational growth;
- There appears to be substantial potential for earning capacity;
- The training time required for the occupation must be two years or less, allowing for some exceptions based on the strength of the other criteria;
- The skills requirements are impacted by some fluctuation in the labor market or emerging technology.

Survey sample selection

A preliminary list of occupations was developed. This list was reviewed by representatives of community based vocational training programs, educational institutions, organized labor, economic development organizations, and the PIC. From the input of these organizations, some occupations were eliminated and others added, and the final occupations selected. Each occupation was then clearly defined and an appropriate OES/DOT title was assigned.

After the occupations were selected, defined, and the appropriate OES/DOT titles assigned, LMID developed an employer sample for each occupation. One consideration in drawing up the employer sample was the pattern of distribution of industries in which the occupation could be found. Industries are classified by the Standard Industrial Classification manual. There are nine major industry groups; some examples are agriculture, construction, manufacturing, and retail trade.

LMID staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. For example, a medical assistant would generally work for a firm classified in the health services category, whereas a word processor may be scattered across several industries —health services, retail trade, manufacturing, etc. This was considered for each occupation when establishing the sample of employers that would receive questionnaires. If 20 percent of Santa Clara County workers in an occupation were found in a specific industry, then 20 percent of the sample was drawn from that industry.

The sample was carefully reviewed, and employers were called to verify company name and address, confirm the existence of the occupation at the company, and obtain the name of a contact person. Employers were added or deleted as appropriate. The final sample included up to forty employers for each occupation.

Questionnaire development

Separate questionnaires were developed for each of the 25 occupations. Since the standard questionnaire did not contain a skills question, NOVA developed a third page to cover skills for each occupation. The questionnaires were mailed June 1998.

Survey procedures

After the mailing, all employers who did not return a completed questionnaire by the designated deadline received a follow-up phone call. Data collection began July 1998 and was completed in October 1998. Employers were given the opportunity to respond to the questionnaire over the phone or return it by FAX or mail. Additional employers were added to the original sample as necessary to ensure meeting a 50% response rate and to survey 40% of the samples projected employment size.

Tabulation results

All surveys were reviewed for accuracy of the data, and employers were recontacted if answers were missing, unclear or conflicted with other answers. In addition to contacting employers, the NOVA staff contacted labor unions, employment agencies, training providers, etc. to learn more about a specific occupation.

The survey responses were entered into a data base and tabulations were prepared. From these tabulations, the data was analyzed and the final occupational summary reports were prepared by NOVA staff. Each occupational statement provides information on training and hiring requirements, size of the occupation and growth rate expected, supply and demand assessment, major employment sources, and other information. Specific employer information is confidential and cannot be released.

Description of occupational tables

Overview

The Occupational Tables (pages 2-51) present a summary of the project's findings by occupation. A separate table is presented for each of the twenty-five occupations for which a survey was completed. Major sections of each table include:

- The Occupational Title and OES/DOT Code(s)
- Occupational Definition
- Wage Information
- Education
- Training & Experience
- Fringe Benefits
- Occupational Skills
- Supply and Demand
- Principal Employing Industries
- Recruitment Methods
- Employment Trends
- Training Providers
- Other Information
 - Employment Distribution by Gender
 - California Occupational Guide Number
 - Work Patterns

The following is a brief description of each section of the tables, definitions of terms relevant to the specific sections, and suggestions concerning how the information can be used effectively.

Title, code, and definition

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, October 1991. An OES code is not listed for the following occupations: Biotechnology Research Assistant, Financial Planners, Multimedia Specialist since they do not fit into any OES classifications. Instead, the Dictionary of Occupational Titles (DOT) code is used. These occupations were selected for the survey based on the needs of the local users of occupational information.

Wages

Wage data serves as a guide for comparing salaries of one occupation to those of another. The information helps ascertain the exact salary ranges and calculated median wages for each occupation. Where applicable, this information is provided for both union and non-union employees. All wages reflect responses given by employers surveyed.

Please note that this data is not meant to represent official prevailing wages and should be used (if at all) with caution for wage and salary administration. It reflects information gathered in the summer of 1998 and does include the Federal minimum wage increase of March 1, 1998. Wages are reported for three occupational levels as follows:

- **Entry Level, No Experience:** wages generally paid to persons trained or qualified but with little or no paid experience in the occupation.
- **Experienced, New to Firm:** starting wage generally paid to journey-level or experienced persons who are just starting at the firm.

- **3+ Years Experience w/Firm:** wages generally paid to individuals with three years or more experience at the firm in that occupation.

Education

Education: The section identifies the level of formal education most recently hired employees had.

Training & experience

Training: Generally refers to vocational training as provided by Regional Occupational Programs, adult education, private vocational schools, state approved apprenticeship programs and community college vocational training programs. Some occupations have legal or voluntary licensing, registration, or certification requirements which stipulate training or proficiency tests. Details are provided where applicable.

It should be noted that just meeting employer requirements may not be sufficient for employment. Often, the difference between obtaining or not obtaining employment for an inexperienced person is completion of the preferred levels of education and training. This is particularly true in occupations where supply exceeds demand and the inexperienced are competing with the experienced.

Experience: The amount of experience required by employers, and areas in which employers look for experience is noted in this section. If training is an acceptable substitute for work experience, that is also noted.

This section provides a good indication of the degree of competition for jobs in the occupation. The more experience an employer requires, the stronger the competition and the harder it will be to enter the occupation with the proper qualifications but no experience.

Benefits

The benefits section identifies what percentage of the employers surveyed offer benefits to employees (both full time and part time where applicable) in the occupation.

Job skills

This section provides a summary of employer requirements and preferences in relation to the occupation. It is divided into five categories: Basic/Technical Skills, Communication Skills, Personal Skills, Physical Skills, and Occupational Specific Skills. All skills have been rated by employers on a scale of 0 to 3, with 0 meaning that the skill is “not important” to 3 meaning that the skill is “very important” for the job.

Important Note: With the passage of the Americans With Disabilities Act in 1990, employers must determine the “essential functions” of a position. The designation of a skill as “very important” or “important” is based upon employer preference. These terms are in no way meant to determine which skills are “essential functions” of the position. Employers will have to make that designation for each occupation at their firm.

It is also important to note that although employers report their preferences as to physical skills, the Act also states that “reasonable accommodation” must be made for applicants and employees who have a disability. For more information about the Americans With Disabilities Act, contact NOVA at (408) 730-7232.

Supply and demand

Information in this section reports the level of difficulty employers have finding both inexperienced as well as fully experienced and qualified applicants. Terms used to describe levels of difficulty employers have finding candidates are as follows:

Very Difficult-Employers have great difficulty finding qualified applicants. *The labor market is very good for the job seeker.* Demand is considerably greater than the supply of qualified applicants.

Somewhat Difficult-Employers have some difficulty finding qualified applicants. *The labor market is good for the job seeker.* Demand is somewhat greater than the supply of qualified applicants.

A Little Difficult-Employers have little difficulty finding qualified applicants. *The labor market is competitive for the job seeker.* Supply of qualified applicants is somewhat larger than demand.

Not Difficult- Employers have no difficulty finding qualified applicants. *The labor market is very competitive for the job seeker.* Supply of qualified applicants is considerably greater than demand.

Overall, this section provides the best current indication on the degree of ease or difficulty for a job seeker to obtain employment in the occupation. The information is not absolute, and it can change over time, but it provides a good tool in selecting an occupation for employment in the immediate future. Other factors, such as size of the occupation, projected growth, and separations (discussed in employment trends), should also be taken into consideration when deciding on the suitability of an occupation.

In most cases, the most desirable occupations requiring the least training will be difficult to enter. Occupations that are easy to enter may have elements that are not attractive to the job seeker. Sometimes starting in an occupation considered less desirable will provide the job seeker with the experience required to enter a more desirable occupation at a later time.

Principal Employing Industries

This section provides a list of types of industries that employ people in the occupation. The list is ranked, using projected employment, from industries employing the largest number of people in the occupation in Santa Clara County. The titles are from the Standard Industrial Classification system, as used in the 1995-2002 Occupational Forecast Tables.

This information is helpful to job seekers and job developers by identifying industries most likely to provide employment in the occupation. This list is organized in descending order, the top-most providing the most employment. It is often recommended that job seekers contact employers within major employing industries in order to get more specific information for career planning.

Recruitment Methods

This section shows the reader where employers go to find job candidates in the occupation.

A majority of employers list the newspaper as a primary source of recruitment, however, while many companies post ads in the paper, most employees find their jobs through personal and professional networking contacts.

Ads are often placed to get a sense of the labor pool to fulfill

company policy. This should not discourage the job seeker from reading the want ads, but some additional analysis may be required. For example, the want ads provide valuable information about who's hiring. If a company is hiring engineers this week, they will probably need the technicians to support them next week. Additionally, ads can be a great source of vocabulary for building a resume, providing the current terminology for the industry.

When job seekers use the newspaper as a source of job leads, they will need to do more to set themselves above the competition. For example, job seekers should be encouraged to find out who the hiring manager is, and to send their resume directly to him or her. Counselors should caution job seekers that the ads tend to be overwritten. If the applicant meets 70% of the requirements, they should apply.

A relatively new method of recruitment used by the employers surveyed is the internet.

Employment trends

The information under the graph is provided to make it convenient to find specific information about size, growth, and separations in the occupation. The numbers are based on EDD Occupational Forecast Tables, 1995-2002. Also included are the employer's projections growth for the occupation over the next three years.

Projections are generally the numbers that are most relied upon to provide an indication of whether an occupation is expected to have high demand for new employment. Although it is a good starting point, other factors, such as separations, should be considered in attempting to determine the availability of job opportunities in an occupation.

Size of the occupation: This is a relative term assigned to the number of people employed in the occupation as reported in "Est. employment 1995" The designation is different for each county and is based on the size of the work force in the county.

The number for Santa Clara County is converted to the relative term based on the following table:

- Small = 1,248 or less
- Medium = 1,249 - 2,496
- Large = 2,497 - 5,407
- Very Large = 5,408 or more

The size of the occupation is important because it influences the availability of jobs. For instance, an occupation that is growing very slowly but is also very large could still be a good source of employment. Conversely, an occupation that is growing rapidly but is small in size may not provide good job opportunities at this time for significant numbers of people.

Projected growth: Is also a relative term relating to the rate of growth projected for the occupation from 1995 to 2002 in Santa Clara County. The Occupational Forecast Tables provide a growth projection for each occupation. These projections are evaluated against data collected from employers, and from trade associations, schools and industry analysis to provide a reasonable estimate of growth potential.

The average projected growth for Santa Clara County is 23.2% during the seven year period of 1995-2002. Ranges have been established around the 23.2% average as follows:

- Much Faster Than Average = 34.8% and above
- Faster than Average = 25.5% - 34.7%
- Average = 20.9% - 25.4%
- Slower than Average = 20.8% or less
- Remain Stable = no significant change
- Decline = negative percentage

Growth data can help determine if an occupation is likely to provide increasing or decreasing job opportunities in the future. Even in growing occupations however, the supply of qualified people could exceed the demand for a variety of reasons, including small occupational size, large numbers of people who already meet the occupational requirements, and/or large numbers of people being trained for that occupation.

Openings due to separations: Project the number of people in Santa Clara County who will permanently leave the occupation. The source of separation is the Occupational Forecast Tables.

“Separations” combined with “growth” can provide an indication of the number of jobs that could be available in an occupation with low turnover. For example, an occupation with low turnover but high growth and separations could point the way to a good opportunity for entrance into an occupation generally difficult to enter.

The chart under the graph reports the projected growth employers predicted for the next three years.

Decline: Employers predict that there will be a decline in the number of employees they employ in the occupation surveyed.

Remain stable: Employers interviewed predict that the number of employees they employ in the surveyed occupation will not change.

Grow: Employers interviewed predict that the number of employees in the surveyed occupation will increase.

Training providers

This section lists the Training Providers in Santa Clara County for each occupation surveyed.

Appendix A lists each of the Training Providers in an alphabetical order with detailed information on the address and phone number.

Other information

In this section, found in title bar, lists a variety of additional factors such as, The *California Occupational Code*, *Work Patterns* and *Employment Distribution by Gender*.

California Occupational Guide #: This number refers to a series of detailed occupational descriptions prepared by the Labor Market Information Division of the Employment Development Department. These guides are updated regularly and provide information relevant to the State of California. Not all occupations had a corresponding guide at the time this document was printed but new occupations are regularly added. It is recommended that you refer to the Occupational Guides for more detailed information concerning the occupation.

Work Patterns: This section identifies typical working hours of employees in the occupation. More specifically, it shows how many hours per week they work on average, (if at all).

Employment Distribution by Gender: This section gives a percent breakdown of gender distribution in the particular occupation.

Occupational Tables

Bill and Account Collectors	2-3
Biotechnology Research Assistants	4-5
Brokerage Clerks	6-7
Computer Support Specialists	8-9
Electronic Home Entertainment Equipment Repairers	10-11
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Maids and Housekeeping Cleaners	24-25
Mechanical Engineers	26-27
Multimedia Specialists	28-29
Paralegal Personnel	30-31
Physical Therapy Aides	32-33
Physical Therapy Assistants	34-35
Receptionists and Information Clerks	36-37
Sales Agents and Placers-Insurance	38-39
Salespersons-Retail (Except Vehicle Sales)	40-41
Stock Clerks- Stockroom, Warehouse, Storage Yard	42-43
Systems Analyst-Electronic Data Processing	44-45
Teachers-Secondary School	46-47
Waiters and Waitresses	48-49
Writers and Editors	50-51

Bill & Account Collectors

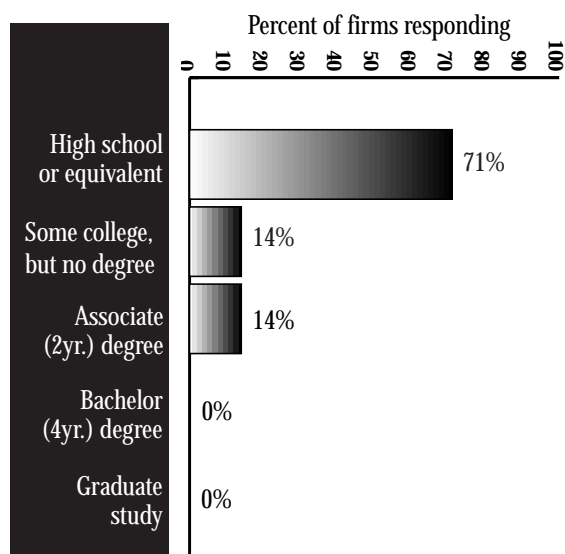
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Bill and Account Collectors locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Their duties include receiving payment and posting amounts to customer's account; sending statements to the credit department if the customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts. Please do not include collectors of money from coin boxes.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 7.48	\$13.00	\$ 9.50
New hires, experienced	\$ 7.48	\$15.00	\$10.00
Experienced, 3 yrs. w/ firm	\$ 8.63	\$17.00	\$12.25

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	29%	29%	0%	43%
Training as substitute for work experience	14%	29%	57%	0%

Fringe Benefits

	Part-time	Full-time
Medical Insurance	14%	86%
Dental Insurance	14%	86%
Vision Insurance	0%	71%
Life Insurance	0%	43%
Paid Sick Leave	0%	86%
Paid Vacation	0%	71%
Retirement	0%	57%
Child Care	0%	0%

Occupational Skills

Basic/Technical Skills:

- Basic math skills

Communication Skills:

- Oral communication skills
- Telephone skills
- Ability to read and follow instructions

Personal Skills:

- Ability to work independently
- Customer service skills

Physical Skills:

- Ability to sit continuously for 2 or more hours

Occupation Specific Skills:

- Record keeping skills
- Ability to interview others for information

Computer Software Skills

- Word processing skills
- Collections software package

Employment distribution by gender:

Male: 26%

Female: 74%

Bill & Account Collectors

California Occupational Guide Number: 561

Work Patterns: Full-time: 40 hours per week

Part-time: 24 hours per week

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified			X	
Inexperienced			X	

Principal Employing Industries

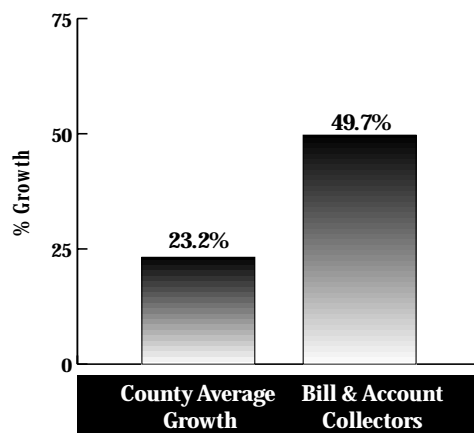
Industry	Percent	SIC
Adjustment & Collection Services	21.6	7322
Computers, Peripherals & Software	10.0	5045
Help Supply Services, NEC	9.1	7363
Offices & Clinics of Medical Doctors	4.6	8011
Computer Related Services, NEC	3.9	7379

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Networking
- Company recruiter

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: Medium

Projected Growth: Much faster than average

Openings Due to Separations: 120

Employment levels	Decline	Remain Stable	Grow
Projected over* the next 3 years	0%	57%	43%

* Projected by employers surveyed

Training Providers

- West Valley College

* Program not offered until Fall Quarter 1999

Biotechnology Research Assistants

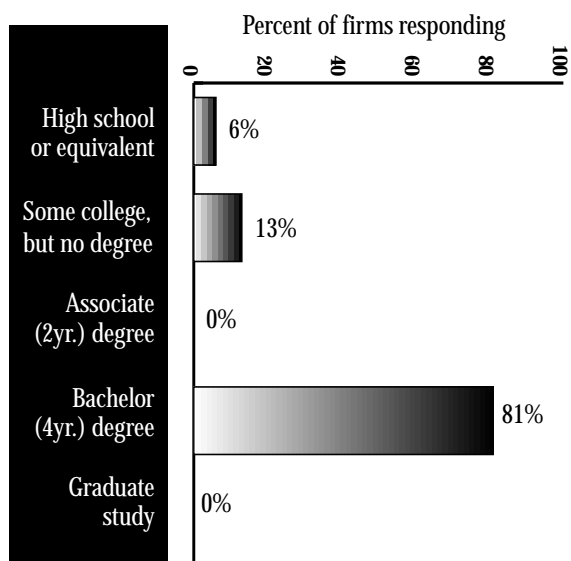
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Biotechnology Research Assistants may be responsible for a wide variety of research laboratory tasks and experiments used to create products such as new drugs and vaccines to combat AIDS, cancer and heart disease. These tasks and experiments may also apply to developing new foods, veterinary medicines, medical devices, plastics and pollution control products.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$10.36	\$15.82	\$12.95
New hires, experienced	\$11.08	\$19.18	\$13.90
Experienced, 3 yrs. w/ firm	\$12.79	\$33.56	\$17.60

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	13%	44%	31%	13%
Training as substitute for work experience	6%	31%	56%	6%

Fringe Benefits

	Part-time	Full-time
Medical Insurance	6%	100%
Dental Insurance	6%	100%
Vision Insurance	0%	75%
Life Insurance	6%	63%
Paid Sick Leave	6%	81%
Paid Vacation	6%	94%
Retirement	6%	56%
Child Care	0%	6%

Occupational Skills

Communication Skills:

- Ability to follow oral instructions

Personal Skills:

- Ability to work under pressure

Occupation Specific Skills:

- Strong observational and computational skills
- Ability to maintain accurate records

Computer Software Skills

- Spreadsheet skills
- Word processing skills

Employment distribution by gender:

Male: 30%

Female: 70%

Biotechnology Research Assistants

California Occupational Guide Number: 2007

Work Patterns: Full-time: 41 hours per week

Part-time: 23 hours per week

Temporary: 33 hours per week

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

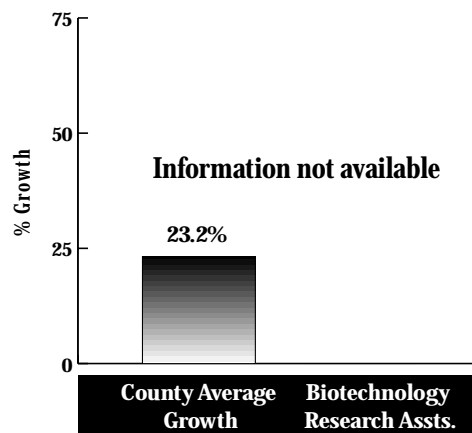
	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified		X		
Inexperienced			X	

Principal Employing Industries

Industry	Percent	SIC
Information not available		

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: n/a

Projected Growth: n/a

Openings Due to Separations: n/a

Employment levels	Decline	Remain Stable	Grow
Projected over * the next 3 years	0%	50%	50%

*Projected by employers surveyed

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Public school or program referrals
- Recruit via web sites
- College recruiter
- In-house promotion or transfer

Training Providers

- De Anza College
- Foothill College
- Institute for Business and Technology
- Mission College

Brokerage Clerks

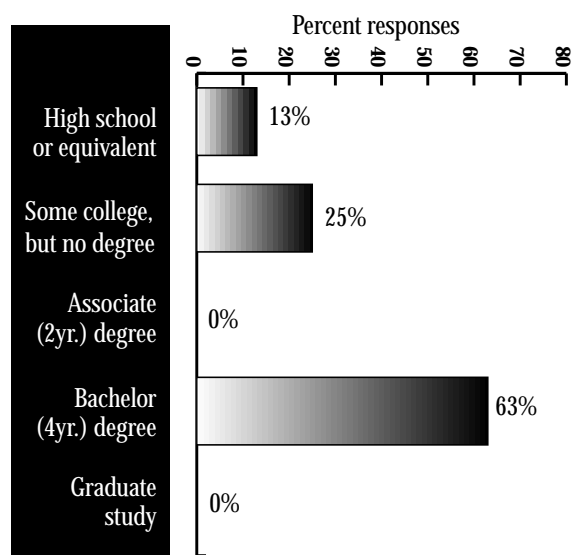
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Brokerage Clerks perform clerical duties involved with the purchase or sale of securities, determining value or changes to value of securities, and associated record keeping. Their duties include writing orders for stock purchase and sales, computing transfer taxes, verifying stock transactions, accepting and delivering securities, informing customers of stock price fluctuations, computing equity, distributing dividends, and keeping records of daily transactions and holdings.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 8.63	\$14.38	\$11.08
New hires, experienced	\$ 8.89	\$16.78	\$13.59
Experienced, 3 yrs. w/ firm	\$ 9.59	\$23.97	\$17.02

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience* Required	38%	13%	38%	13%
Training as substitute for work experience*	13%	13%	75%	0%

* Series 7 required

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	100%
Dental Insurance	0%	88%
Vision Insurance	0%	75%
Life Insurance	0%	88%
Paid Sick Leave	13%	100%
Paid Vacation	13%	100%
Retirement	13%	75%
Child Care	0%	25%

Occupational Skills

Basic/Technical Skills:

- Basic and business math skills
- Ability to use a calculator

Communication Skills:

- Ability to read and follow instructions
- Oral communication skills
- Ability to write legibly

Personal Skills:

- Ability to work independently
- Ability to work rapidly
- Ability to work under pressure
- Maintain professional appearance

Occupation Specific Skills:

- Ability to use a computer terminal
- Skilled at clerical work
- Ability to type at least 45 WPM
- Bondable

Computer Software Skills

- Spreadsheet skills
- Word processing skills

Employment distribution by gender:

Male: 48%

Female: 52%

Brokerage Clerks

California Occupational Guide Number: 521

Work Patterns: Full-time: 41 hours per week

Part-time: n/a

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified			X	
Inexperienced			X	

Principal Employing Industries

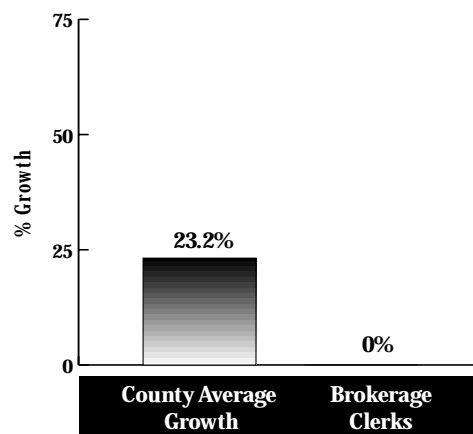
Industry	Percent	SIC
Security Brokers & Dealers	89.1	6211
Investment Advice	7.3	6282

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Private employment agencies
- Hire unsolicited applicants
- In-house promotion or transfer
- Networking
- Word of mouth

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: Small

Projected Growth: Stable

Openings Due to Separations: 20

Employment levels	Decline	Remain Stable	Grow
Projected over * the next 3 years	0%	38%	63%

*Projected by employers surveyed

Training Providers

Training specific to this occupation is not available.

Banking/Finance would be the related area of training.

- Baraban Training Institute
- Central County Occupational Center (CCOC)
- Golden Gate University
- Quick Learning School of San Jose

Computer Support Specialists

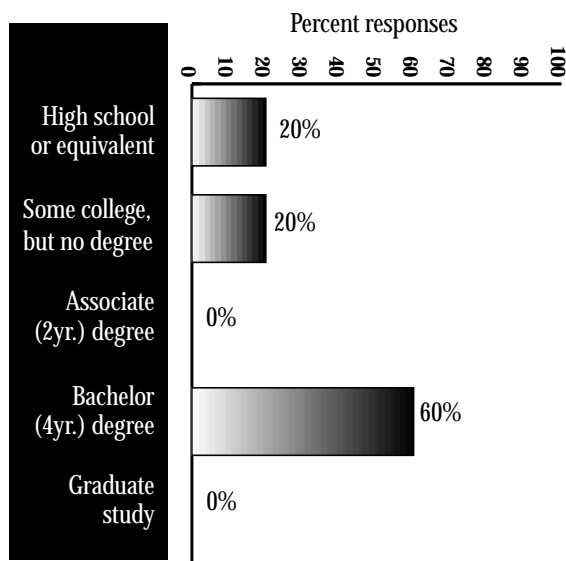
251040

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$12.47	\$21.58	\$17.26
New hires, experienced	\$13.43	\$27.60	\$19.18
Experienced, 3 yrs. w/ firm	\$17.26	\$37.06	\$25.00

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	53%	27%	13%	7%
Training as substitute for work experience	7%	7%	47%	40%

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	100%
Dental Insurance	0%	100%
Vision Insurance	0%	100%
Life Insurance	0%	93%
Paid Sick Leave	0%	87%
Paid Vacation	0%	87%
Retirement	0%	87%
Child Care	0%	7%

Occupational Skills

Communication Skills:

- Clear and effective oral communication
- Writing skills

Personal Skills:

- Ability to work independently
- Customer service skills

Physical Skills

- Ability to sit continuously for 2 or more hours

Occupation Specific Skills:

- Ability to troubleshoot and diagnose problems
- Knowledge of computer hardware/software systems
- Familiar with peripheral components
- Telephone support skills
- Training experience

Computer Software Skills

- Knowledge of UNIX, Windows NT
- Database skills
- Knowledge of C++

Employment distribution by gender:

Male: 63%

Female: 38%

Computer Support Specialists

California Occupational Guide Number: 488

Work Patterns: Full-time: 40 hours per week

Part-time: n/a

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified			X	
Inexperienced				X

Principal Employing Industries

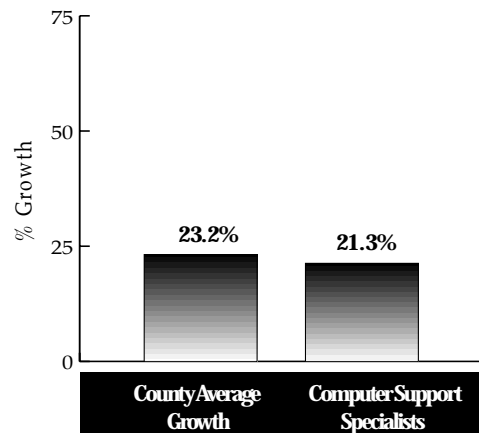
Industry	Percent	SIC
Electronic Computers	60.8	3571
Computers, Peripherals & Software	9.4	5045
Semiconductors & Related Devices	4.5	3674
Instruments to Measure Electricity	3.8	3825

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Private employment agencies
- Public school or program referrals
- Recruit via internet/web sites
- Recruit via job fairs

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: Medium

Projected Growth: Average

Openings Due to Separations: 160

Employment levels	Decline	Remain Stable	Grow
Projected over * the next 3 years	7%	60%	33%

*Projected by employers surveyed

Training Providers

Training specific to this occupation is not available.

Computer - Hardware, Data Entry, General, Internet, Management Information Systems, Multimedia, Networking, Programming and Software Applications would be the related areas of training. Please refer to the Santa Clara County 1999 Training Directory for a complete list of training providers.

Electronic Home Entertainment Equipment Repairers

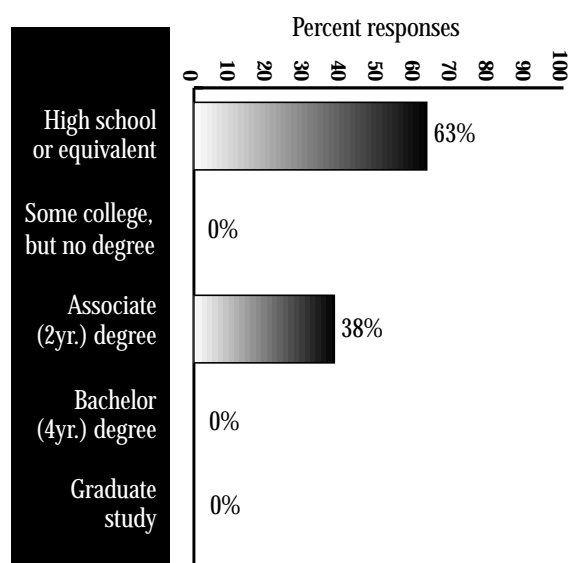
857080

Electronic Home Entertainment Equipment Repairers adjust and repair radio and television receivers, stereo systems, phonographs, tape recorders, video systems, and other electronic home entertainment equipment.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 8.00	\$15.00	\$ 8.00
New hires, experienced	\$10.00	\$20.00	\$10.00
Experienced, 3 yrs. w/ firm	\$13.00	\$25.00	\$15.00

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	63%	38%	0%	0%
Training as substitute for work experience	0%	25%	25%	50%

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	100%
Dental Insurance	0%	40%
Vision Insurance	0%	40%
Life Insurance	0%	0%
Paid Sick Leave	0%	60%
Paid Vacation	0%	80%
Retirement	0%	0%
Child Care	0%	0%

Occupational Skills

Basic/Technical Skills:

- Basic math skills

Communication Skills:

- Oral communication skills
- Ability to follow oral instructions
- Ability to read and follow instructions
- Ability to write legibly

Personal Skills:

- Ability to work independently
- Customer service skills

Physical Skills:

- Manual dexterity
- Good hearing

Electronic Home Entertainment Equipment Repairers

Employment distribution by gender:

Male: 100%

Female: 0%

California Occupational Guide Number: 34

Work Patterns: Full-time: 40 hours per week

Part-time: 22 hours per week

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified			X	
Inexperienced			X	

Principal Employing Industries

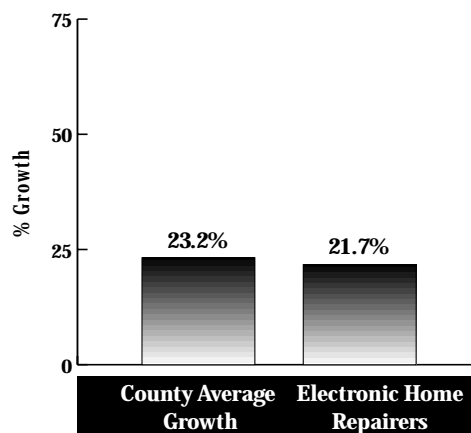
Industry	Percent	SIC
Computer Programming Services	23.5	7371
Help Supply Services	23.1	7363
Electronic Parts & Equipment	20.6	5065
Radio & Television Repair	13.0	7622
Electrical Appliances, TV & Radios	5.4	5064

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: Small

Projected Growth: Average

Openings Due to Separations: 50

Employment levels	Decline	Remain Stable	Grow
Projected over * the next 3 years	0%	50%	50%

* Projected by employers surveyed

Training Providers

Training specific to this occupation is not available.

Electronics Servicing would be the related area of training.

- Central County Occupational Center (CCOC)
- Heald Institute of Technology

Engineering, Mathematical & Natural Sciences Managers

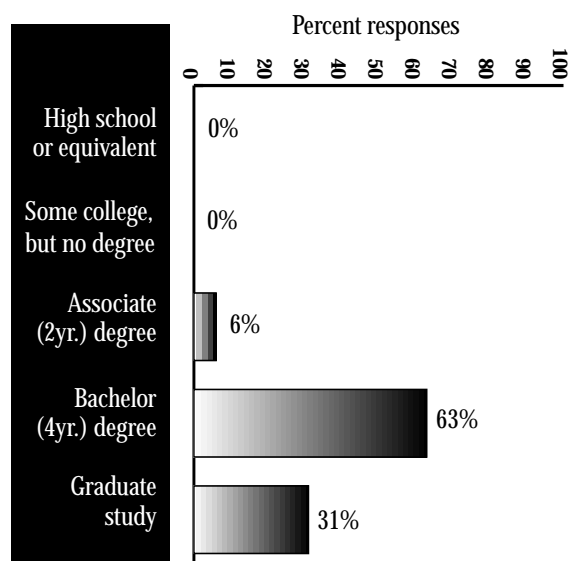
130170

Engineering, Mathematical, and Natural Sciences Managers plan, organize, direct or coordinate activities in such fields as architecture, electronic data processing, engineering, life sciences, physical sciences, statistics and systems analysis. These persons spend the greatest portion of their time in managerial work for which a background consistent with that described for engineers, mathematicians or natural scientists is required.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$17.26	\$38.36	\$31.17
New hires, experienced	\$27.33	\$47.95	\$36.92
Experienced, 3 yrs. w/ firm	\$31.17	\$71.92	\$47.95

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Engineering Experience* Required	100%	0%	0%	0%
Training as substitute for work experience*	0%	0%	6%	94%

* Bachelors, Masters or PhD required

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	100%
Dental Insurance	0%	100%
Vision Insurance	0%	100%
Life Insurance	0%	94%
Paid Sick Leave	0%	94%
Paid Vacation	0%	94%
Retirement	0%	88%
Child Care	0%	19%

Occupational Skills

Basic/Technical Skills:

- Basic math skills
- PC and keyboarding skills

Communication Skills:

- Writing skills
- Clear and effective oral communication skills

Personal Skills:

- Ability to work independently
- Ability to multi-task
- Ability to work under pressure
- Leadership skills

Occupation Specific Skills:

- Report writing skills
- Ability to troubleshoot and diagnose problems
- Knowledge of computer hardware/software systems

Computer Software Skills:

- Database skills
- Spreadsheet skills
- Word processing skills

Engineering, Mathematical & Natural Sciences Managers

Employment distribution by gender:

Male: 83%

Female: 17%

California Occupational Guide Number: N/A

Work Patterns: Full-time: 41 hours per week

Part-time: n/a

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified				X
Inexperienced			X	

Principal Employing Industries

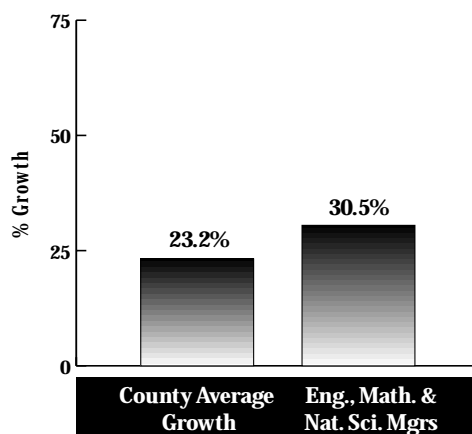
Industry	Percent	SIC
Electronic Computers	15.2	3571
Prepackaged Software	14.2	7372
Engineering Services	10.2	8711
Semiconductors & Related Devices	8.5	3674
Instruments to Measure Electricity	8.0	3825

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- In-house promotion or transfer
- Recruit via internet
- Recruit via job fairs
- Hire unsolicited applicants

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: Large

Projected Growth: Faster than average

Openings Due to Separations: 1,600

Employment levels	Decline	Remain Stable	Grow
Projected over * the next 3 years	0%	69%	31%

*Projected by employers surveyed

Training Providers

Training specific to this occupation is not available.

Engineering would be the related area of training.

- Evergreen Valley College
- Infotec Commercial Systems
- ITT Technical Institute
- Micro-Polytech Institute
- North County Regional Occupational Program
- Silicon Valley High Tech Academy
- Teknowlogy Education Center
- University of California, Santa Cruz Extension
- Wave Technologies

Financial Planners

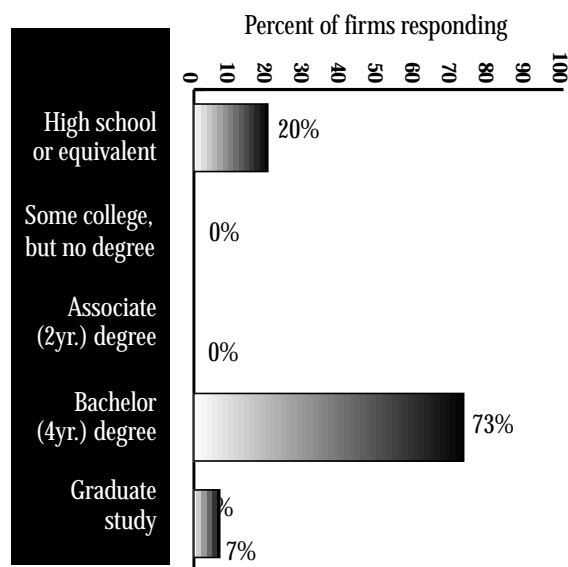
430142999

Financial Planners develop and implement financial and/or estate plans for individuals and organizations utilizing knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate. They interview clients to determine their financial resources and goals. After analysis of data, they prepare financial and/or estate plans and discuss options with clients. They may also buy and sell securities and other financial products for clients.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$14.38	\$21.58	\$14.58
New hires, experienced	\$17.88	\$28.77	\$23.97
Experienced, 3 yrs. w/ firm	\$21.72	\$38.36	\$33.56

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	73%	0%	20%	7%
Training* as substitute for work experience	7%	33%	20%	40%

* Certified Financial Program required

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	100%
Dental Insurance	0%	92%
Vision Insurance	0%	92%
Life Insurance	0%	85%
Paid Sick Leave	0%	92%
Paid Vacation	0%	92%
Retirement	0%	77%
Child Care	0%	8%

Occupational Skills

Basic/Technical Skills:

- Business math skills

Communication Skills:

- Ability to write legibly
- Oral communication skills
- Ability to read and follow instructions

Personal Skills:

- Ability to work independently
- Customer service skills
- Ability to work under pressure
- Ability to manage multiple priorities

Occupation Specific Skills:

- Record keeping skills
- Ability to prepare and arrange sales contracts
- Problem solving skills
- Keeping abreast of changing economy
- Ability to collect and analyze complex data
- Ability to integrate data into a comprehensive plan

Computer Software Skills

- Spreadsheet skills
- Word processing skills

* Respondents did not provide any occupational skills information- information was provided by EDD/LMID

Employment distribution by gender:

Male: 79%

Female: 21%

Financial Planners

California Occupational Guide Number: 260

Work Patterns: Full-time: 40 hours per week

Part-time: n/a

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified				X
Inexperienced			X	

Principal Employing Industries

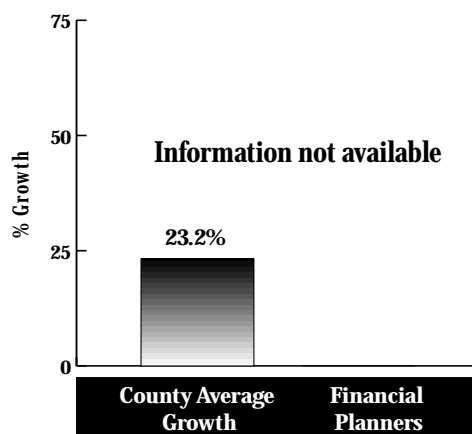
Industry	Percent	SIC
Information not available		

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Hire unsolicited applicants
- College recruiter
- In-house promotion or transfer

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: n/a

Projected Growth: n/a

Openings Due to Separations: n/a

Employment levels	Decline	Remain Stable	Grow
Projected over * the next 3 years	0%	87%	13%

*Projected by employers surveyed

Training Providers

Training specific to this occupation is not available.

Financial and Investments would be the related areas of training.

- Baraban Training Institute
- Computer Training Consultants
- Quick Learning School of San Jose

Food Preparation Workers

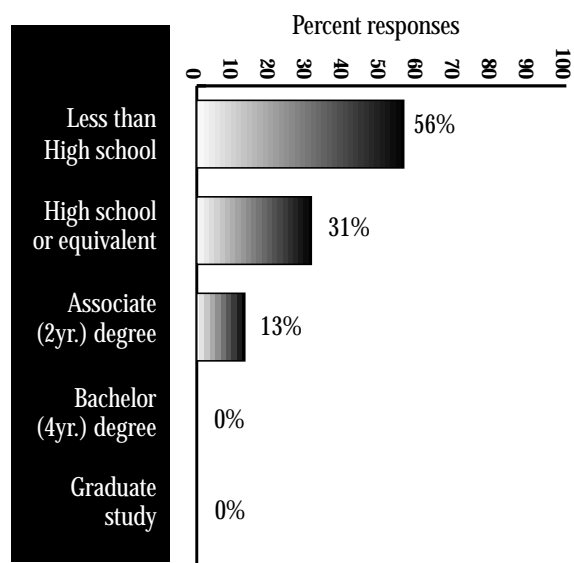
650380

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 5.75	\$10.50	\$ 6.00
New hires, experienced	\$ 5.75	\$11.50	\$ 6.25
Experienced, 3 yrs. w/ firm	\$ 6.50	\$12.50	\$ 8.00

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	6%	0%	38%	56%
Training as substitute for work experience	56%	31%	13%	0%

Fringe Benefits

	Part-time	Full-time
Medical Insurance	17%	83%
Dental Insurance	0%	67%
Vision Insurance	0%	17%
Life Insurance	0%	33%
Paid Sick Leave	0%	17%
Paid Vacation	0%	33%
Retirement	0%	17%
Child Care	0%	0%

Occupational Skills

Communication Skills:

- Oral communication skills
- Ability to follow oral instructions

Personal Skills:

- Ability to work under pressure
- Customer service skills
- High standards of cleanliness

Physical Skills:

- Ability to work rapidly
- Ability to stand continuously for 2 or more hours

Occupation Specific Skills:

- Knowledge of sanitary work environment
- Ability to handle multiple food orders quickly

Employment distribution by gender:

Male: 65%

Female: 35%

Food Preparation Workers

California Occupational Guide Number: 331

Work Patterns: Full-time: 40 hours per week

Part-time: 22 hours per week

Temporary: 7 hours per week

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified	X			
Inexperienced	X			

Principal Employing Industries

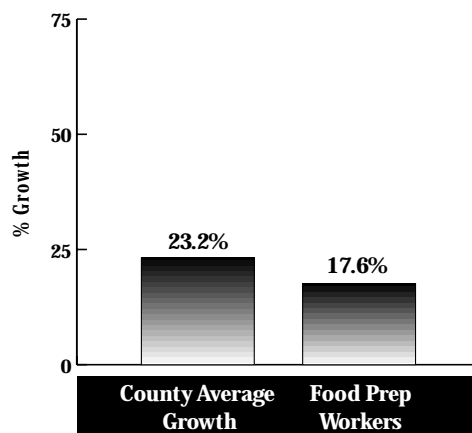
Industry	Percent	SIC
Eating Places	57.0	5812
Elementary & Secondary Schools	8.0	8211
Grocery Stores	7.1	5411
Hotels & Motels	4.9	7011
Skilled Nursing Care Facilities	4.4	8051

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Hire unsolicited applicants
- Employment Development Department
- Recruit via job signs
- In-house promotion or transfer

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: Very large

Projected Growth: Slower than average

Openings Due to Separations: 670

Employment levels	Decline	Remain Stable	Grow
Projected over * the next 3 years	0%	69%	31%

*Projected by employers surveyed

Training Providers

Training specific to this occupation is not available.

Food Services would be the related area of training.

- Center for Employment Training
- Mission College
- Santa Clara County Regional Occupational Program-South (ROP)

General Office Clerks

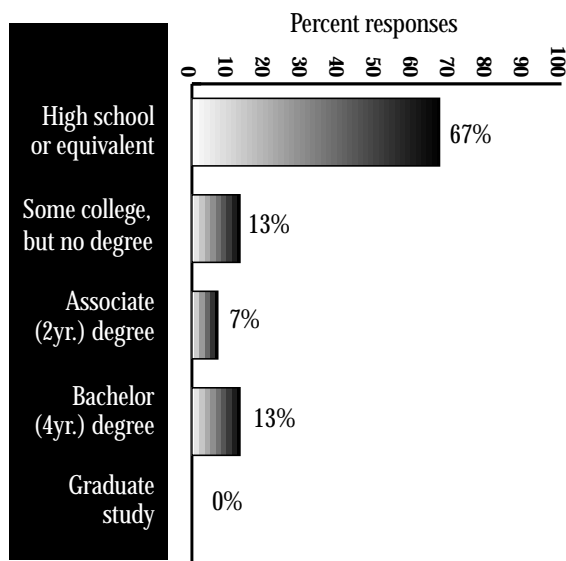
553470

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Please do not include workers whose duties are narrowly defined.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 5.75	\$17.00	\$10.00
New hires, experienced	\$ 5.75	\$19.18	\$10.00
Experienced, 3 yrs. w/ firm	\$ 8.00	\$22.00	\$12.00

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	20%	7%	33%	40%
Training as substitute for work experience	7%	27%	33%	33%

Fringe Benefits

	Part-time	Full-time
Medical Insurance	27%	100%
Dental Insurance	27%	91%
Vision Insurance	18%	45%
Life Insurance	27%	55%
Paid Sick Leave	18%	55%
Paid Vacation	18%	64%
Retirement	18%	36%
Child Care	0%	9%

Occupational Skills

Basic/Technical Skills:

- PC and keyboarding skills

Communication Skills:

- Ability to write legibly
- Ability to read and follow instructions
- Oral communication skills
- English grammar and spelling skills

Personal Skills:

- Ability to perform routine, repetitive work
- Good grooming skills

Physical Skills:

- Ability to sit continuously for 2 or more hours

Occupation Specific Skills:

- Customer service skills
- Alphabetic and numeric filing skills
- Telephone answering skills

Computer Software Skills

- Database skills
- Spreadsheet skills
- Word processing skills

Employment distribution by gender:

Male: 28%

Female: 72%

General Office Clerks

California Occupational Guide Number: 295

Work Patterns: Full-time: 40 hours per week

Part-time: 19 hours per week

Temporary: 30 hours per week

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified	X			
Inexperienced	X			

Principal Employing Industries

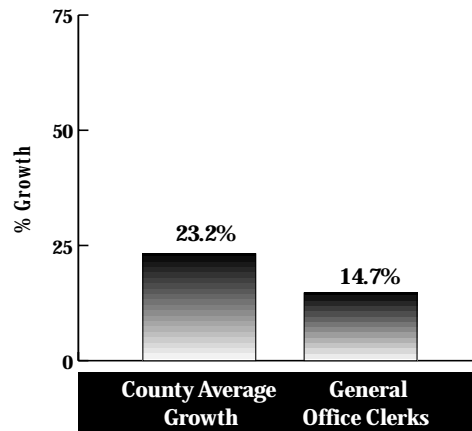
Industry	Percent	SIC
Help Supply Services	6.8	7363
Colleges & Universities	4.5	8221
Semiconductors & Related Devices	4.2	3674
Elementary & Secondary Schools	4.1	8211
General Medical & Surgical Hospitals	3.8	8062

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Private employment agencies
- Public school or program referrals
- Employment Development Department
- Hire unsolicited applicants
- In-house promotion and transfer

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: Very large

Projected Growth: Slower than average

Openings Due to Separations: 3,650

Employment levels	Decline	Remain Stable	Grow
Projected over * the next 3 years	0%	100%	0%

*Projected by employers surveyed

Training Providers

- Center for Employment Training
- Central County Occupational Center (CCOC)
- Evergreen Valley College
- Gavilan College
- Institute for Career Development (Goodwill)
- Local Adult Education Centers
- Mission College
- San Jose City College
- WestMed Training
- West Valley College

Guards & Watch Guards

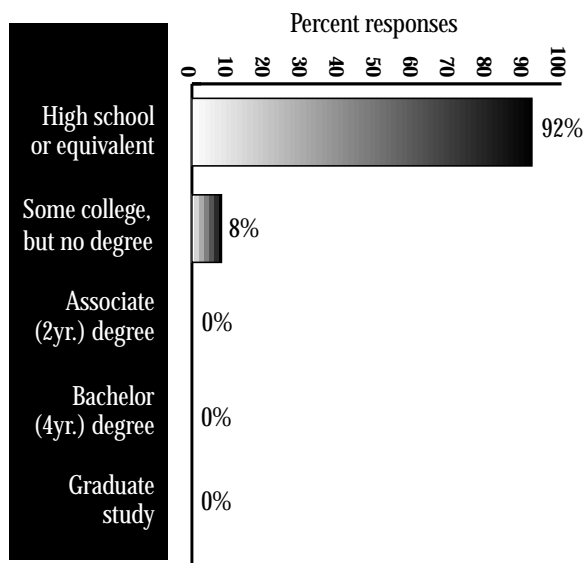
630470

Guards and Watch Guards stand guard at entrance gates or walk about premises of businesses or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 6.00	\$11.51	\$ 8.00
New hires, experienced	\$ 7.00	\$17.00	\$10.00
Experienced, 3 yrs. w/ firm	\$ 8.84	\$17.00	\$12.00

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience* Required	0%	0%	69%	31%
Training as substitute for work experience*	8%	85%	8%	0%

* Guard Card required

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	82%
Dental Insurance	0%	82%
Vision Insurance	0%	18%
Life Insurance	0%	18%
Paid Sick Leave	0%	36%
Paid Vacation	0%	73%
Retirement	0%	27%
Child Care	0%	0%

Occupational Skills

Communication Skills:

- Ability to write effectively and legibly
- Oral communication skills
- Ability to read and follow instructions

Personal Skills:

- Ability to work independently
- Public contact skills
- Possession of a clean police record
- Possession of a reliable vehicle
- Willingness to work with close supervision

Occupation Specific Skills:

- Ability to follow security protection procedures
- Bondable
- Possession of a valid driver's license

Computer Software Skills

- Word processing skills

Employment distribution by gender:

Male: 67%

Female: 33%

Guards & Watch Guards

California Occupational Guide Number: 75

Work Patterns: Full-time: 41 hours per week

Part-time: 24 hours per week

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified			X	
Inexperienced			X	

Principal Employing Industries

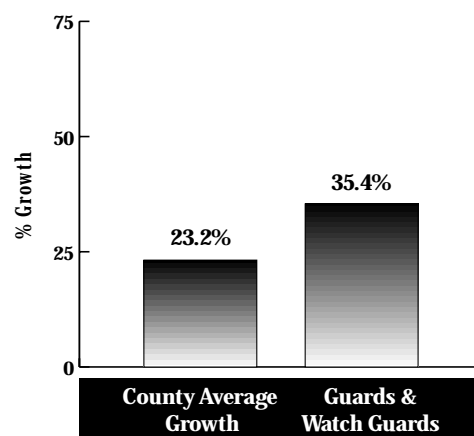
Industry	Percent	SIC
Detective & Armored Car Services	74.4	7381
Guided Missiles & Space Vehicles	1.6	3761
Amusement & Recreation, NEC	1.4	7999
General Medical & Surgical Hospital	1.3	8062
Hotels & Motels	1.3	7011

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Hire unsolicited applicants
- Public school or program referrals
- Recruit via job fairs
- Word of mouth

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: Very large

Projected Growth: Much faster than average

Openings Due to Separations: 1,090

Employment levels	Decline	Remain Stable	Grow
Projected over * the next 3 years	0%	23%	77%

*Projected by employers surveyed

Training Providers

- De Anza College
- Target Masters Security

Home Health Aides

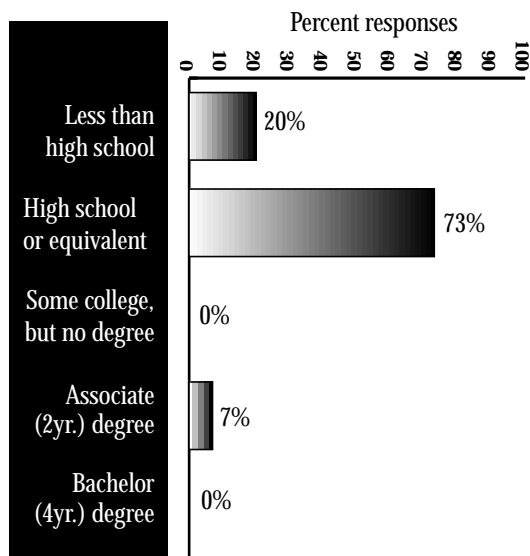
660110

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Please exclude Nursing Aides and Homemakers.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 6.25	\$12.00	\$ 8.50
New hires, experienced	\$ 7.00	\$12.00	\$ 9.00
Experienced, 3 yrs. w/ firm	\$ 8.00	\$13.50	\$11.00

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	33%	47%	13%	7%
Training as substitute for work experience *	13%	40%	20%	27%

*Home Health Aide Certificate Required

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	100%
Dental Insurance	0%	100%
Vision Insurance	0%	67%
Life Insurance	0%	22%
Paid Sick Leave	0%	44%
Paid Vacation	0%	56%
Retirement	0%	11%
Child Care	0%	11%

Occupational Skills

Communication Skills:

- Ability to write legibly
- Ability to read and follow instructions

Personal Skills:

- Ability to work independently
- Willingness to work with close supervision
- Possession of a valid driver's license
- Possession of a reliable vehicle

Physical Skills:

- Ability to lift at least 20 lbs.
- Ability to pass a pre-employment medical exam

Occupation Specific Skills:

- Ability to prepare meals
- Applying transferring techniques in moving patients
- Certified to perform CPR

Employment distribution by gender:

Male: 20%

Female: 80%

Home Health Aides

California Occupational Guide Number: 461

Work Patterns: Full-time: 40 hours per week

Part-time: 22 hours per week

On-call: 22 hours per week

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified			X	
Inexperienced				X

Principal Employing Industries

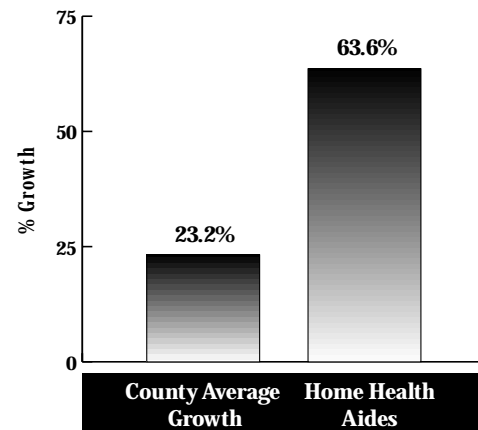
Industry	Percent	SIC
Help Supply Services	46.0	7363
General Medical & Surgical Hospital	20.6	8062
Home Health Care Services	11.7	8082
Residential Care	8.9	8361
Local Government	6.8	9030

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Hire unsolicited applicants
- Public school or program referrals
- Networking

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: Small

Projected Growth: Much faster than average

Openings Due to Separations: 160

Employment levels	Decline	Remain Stable	Grow
Projected over * the next 3 years	0%	47%	53%

* Projected by employers surveyed

Training Providers

- De Anza College
- Mission College
- Santa Clara Unified Adult Education
- Santa Clara County Regional Occupational Program - South (ROP)

Maids & Housekeeping Cleaners

670020

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

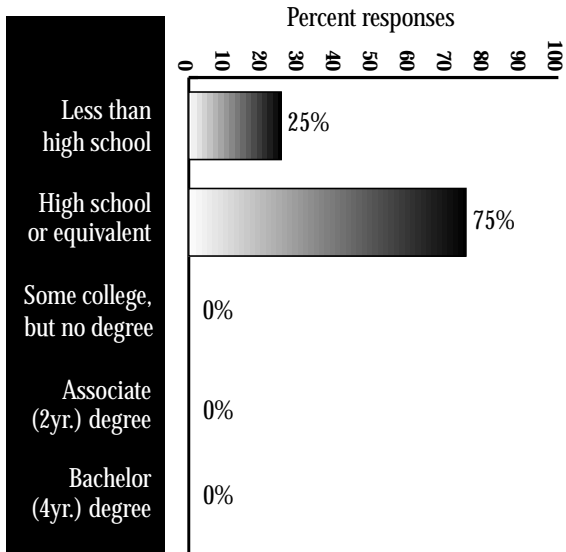
Wage Information

NON-UNION	Experience	Low	High	Median
	New hires, no experience	\$ 5.75	\$ 6.80	\$ 6.30
	New hires, experienced	\$ 5.75	\$ 7.80	\$ 6.63
	Experienced, 3 yrs. w/ firm	\$ 6.50	\$10.00	\$ 8.00
UNION	New hires, no experience	\$ 6.00	\$ 7.00	\$ 6.75
	New hires, experienced	\$ 6.75	\$ 7.00	\$ 7.00
	Experienced, 3 yrs. w/ firm	\$ 7.00	\$ 8.11	\$ 8.00

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	100%
Dental Insurance	0%	94%
Vision Insurance	0%	25%
Life Insurance	6%	31%
Paid Sick Leave	19%	38%
Paid Vacation	19%	75%
Retirement	13%	13%
Child Care	0%	0%

Education



Occupational Skills

Communication Skills:

- Ability to follow oral instructions

Personal Skills:

- Ability to work independently
- Willingness to work with close supervision

Occupation Specific Skills:

- Understanding of cleaning compounds and solutions
- Ability to operate commercial vacuum cleaners

Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	0%	25%	19%	56%
Training as substitute for work experience	0%	31%	31%	38%

Employment distribution by gender:

Male: 16%

Female: 84%

Maids & Housekeeping Cleaners

California Occupational Guide Number: N/A

Work Patterns: Full-time: 41 hours per week

Part-time: 25 hours per week

Temporary: 15 hours per week

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified	X			
Inexperienced	X			

Principal Employing Industries

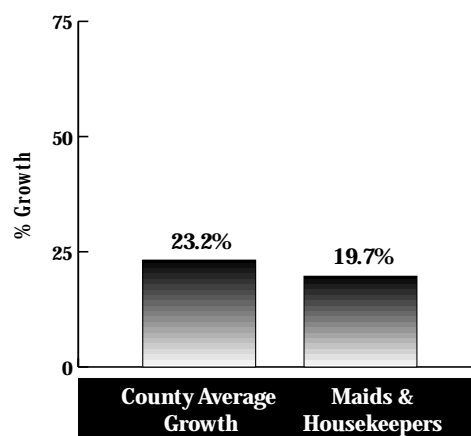
Industry	Percent	SIC
Hotels & Motels	39.8	7011
Building Maintenance Services, NEC	18.8	7349
General Medical & Surgical Hospitals	11.0	8062
Skilled Nursing Care Facilities	7.4	8051

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Private employment agencies
- Employment Development Department
- Hire unsolicited applicants

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: Large

Projected Growth: Slower than average

Openings Due to Separations: 430

Employment levels	Decline	Remain Stable	Grow
Projected over* the next 3 years	0%	94%	6%

*Projected by employers surveyed

Training Providers

Training specific to this occupation is not available.

Custodial Services would be the related area of training.

- Center for Employment Training

Mechanical Engineers

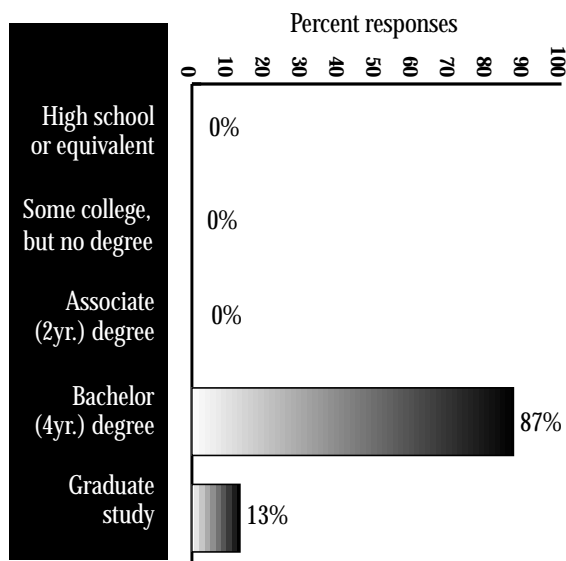
221350

Mechanical Engineers perform a variety of engineering work in the planning and designing of tools, engines, machines, and other mechanically functioning equipment; and oversee installation, operation, maintenance, and repair of such equipment, including centralized heat, gas, water and steam systems. Please do not include Sales Engineers.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$14.38	\$23.97	\$16.78
New hires, experienced	\$15.82	\$31.17	\$21.10
Experienced, 3 yrs. w/ firm	\$23.97	\$47.95	\$28.77

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	73%	20%	0%	7%
Training as substitute for work experience *	0%	0%	33%	67%

* Bachelor's degree required

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	100%
Dental Insurance	0%	100%
Vision Insurance	0%	87%
Life Insurance	0%	93%
Paid Sick Leave	0%	93%
Paid Vacation	0%	93%
Retirement	0%	100%
Child Care	0%	20%

Occupational Skills

Communication Skills:

- Oral communication skills
- Ability to read and follow directions

Personal Skills:

- Ability to work under pressure
- Ability to write legibly
- Ability to write effectively

Occupation Specific Skills:

- Knowledge of computer aided engineering
- Ability to do engineering programming

Computer Software Skills

- Database skills
- Spreadsheet skills
- Word Processing skills
- Auto Computer Aided Design (CAD) skills

Employment distribution by gender:

Male: 91%

Female: 9%

Mechanical Engineers

California Occupational Guide Number: 5

Work Patterns: Full-time: 40 hours per week

Part-time: n/a

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified				X
Inexperienced				X

Principal Employing Industries

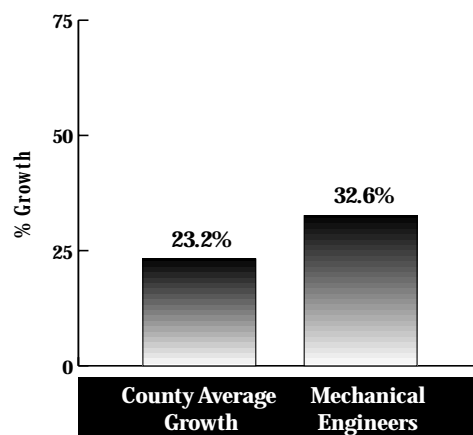
Industry	Percent	SIC
Semiconductors & Related Devices	12.0	3674
Engineering Services	11.2	8711
Special Industry Machinery, NEC	7.5	3559
Transformers, Except Electronic	6.7	3612
Electromedical Equipment	6.5	3845

Recruitment Methods

- Employees' referral
- Recruit via newspaper ads
- Private employment agencies
- In-house promotion or transfer
- Recruit via internet/web sites
- College recruiter

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: Large
Projected Growth: Faster than average
Openings Due to Separations: 480

Employment levels	Decline	Remain Stable	Grow
Projected over * the next 3 years	0%	67%	33%

*Projected by employers surveyed

Training Providers

Training specific to this occupation is not available.

A four year degree program specific to this occupation is available.

- San Jose State University

Multimedia Specialists

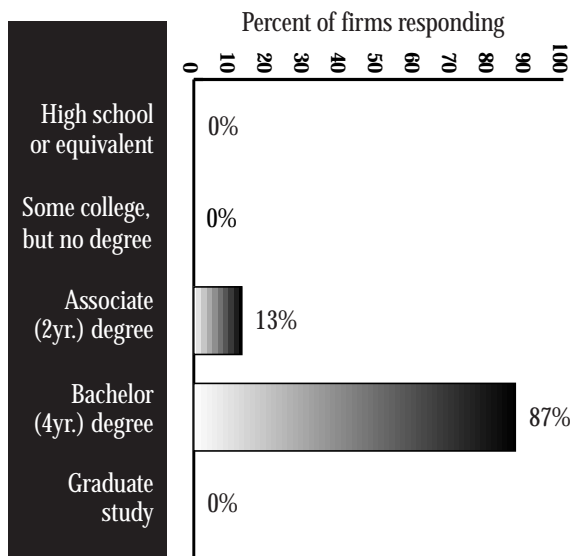
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Multimedia Specialists work in one or more of the following phases of multimedia production: planning and storyboards (quick sketches of the different scenes that will happen), scriptwriting, graphics, digital sound recording and mixing, scanning and retouching of photos, making the related scenes interactive using specialized computer software and simple programming language.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$11.99	\$18.00	\$15.00
New hires, experienced	\$11.99	\$25.00	\$15.82
Experienced, 3 yrs. w/ firm	\$16.78	\$35.00	\$20.00

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	27%	40%	7%	27%
Training as substitute for work experience	20%	20%	53%	7%

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	93%
Dental Insurance	0%	86%
Vision Insurance	0%	64%
Life Insurance	0%	36%
Paid Sick Leave	0%	57%
Paid Vacation	0%	50%
Retirement	0%	29%
Child Care	0%	0%

Occupational Skills

Basic/Technical Skills:

- Basic math skills
- PC and keyboarding skills

Communication Skills:

- Clear and effective oral communication skills
- Ability to follow oral instructions
- Writing skills
- Ability to read and follow instructions

Personal Skills:

- Ability to work independently and as part of a team
- Ability to work under pressure
- Ability to multi-task

Physical Skills:

- Ability to sit continuously for 2 or more hours

Occupation Specific Skills:

- Knowledge of current graphic software
- Strong observational and computational skills
- Knowledge of scanning and retouching of photos
- Knowledge of simple programming languages
- Knowledge of digital sound recording and mixing

Computer Software Skills

- Desktop Publishing skills

Employment Distribution By Gender:

Male: 67%

Female: 33%

Multimedia Specialists

California Occupational Guide Number: 2006

Work Patterns: Full-time: 40 hours per week

Part-time: n/a

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified			X	
Inexperienced			X	

Principal Employing Industries

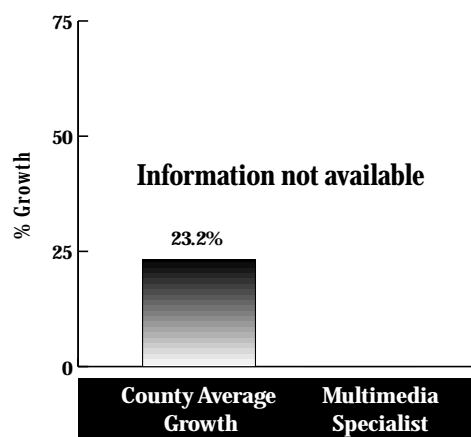
Industry	Percent	SIC
Information not available		

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Recruit via internet
- Recruit via job fairs
- In-house promotion or transfer

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: n/a

Projected Growth: While no information is available for Multimedia Specialist, related occupations show a faster than average growth rate.

Openings Due to Separations: n/a

Employment levels	Decline	Remain Stable	Grow
Projected over * the next 3 years	0%	27%	73%

* Projected by employers surveyed

Training Providers

- Foothill College
- Masters Institute
- University of California, Santa Cruz
- West Valley College

Paralegal Personnel

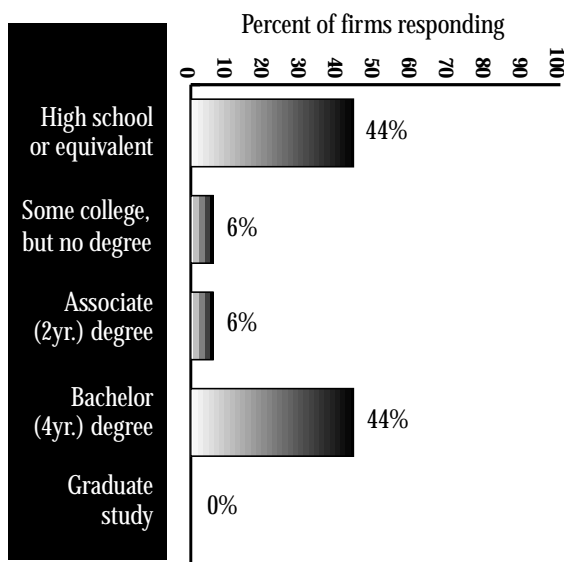
283050

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$11.51	\$21.92	\$14.19
New hires, experienced	\$11.51	\$25.00	\$16.66
Experienced, 3 yrs. w/ firm	\$13.64	\$38.88	\$23.01

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	88%	6%	6%	0%
Training as substitute for work experience	0%	13%	31%	56%

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	100%
Dental Insurance	0%	81%
Vision Insurance	0%	44%
Life Insurance	0%	63%
Paid Sick Leave	0%	100%
Paid Vacation	0%	100%
Retirement	0%	81%
Child Care	0%	0%

Occupational Skills

Basic/Technical Skills:

- PC and keyboarding skills

Communication Skills:

- Writing skills
- Oral communication skills
- Ability to read and follow instructions
- Ability to follow oral instructions

Personal Skills:

- Ability to work independently
- Ability to read and comprehend information quickly

Occupation Specific Skills:

- Problem solving skills
- Understanding of legal terms
- Recordkeeping skills
- Investigative research skills

Computer Software Skills

- Word processing skills

Employment Distribution By Gender:

Male: 47%

Female: 53%

Paralegal Personnel

California Occupational Guide Number: 464

Work Patterns: Full-time: 39 hours per week

Part-time: 25 hours per week

On-call: 35 hours per week

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified			X	
Inexperienced				X

Principal Employing Industries

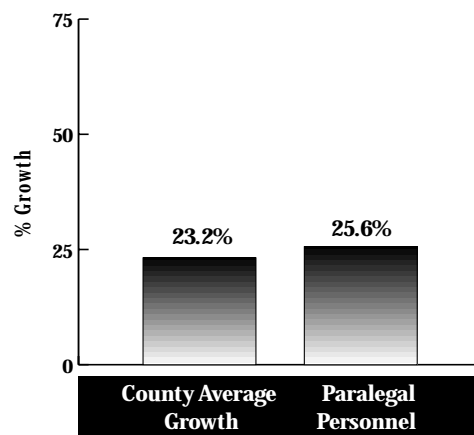
Industry	Percent	SIC
Legal Services	59.5	8111
Local Government	36.9	9030

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Private employment agencies
- Hire unsolicited applicants
- Recruit via Internet
- In-house promotion or transfer

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: Small

Projected Growth: Faster than average

Openings Due to Separations: 60

Employment levels	Decline	Remain Stable	Grow
Projected over * the next 3 years	0%	63%	38%

* Projected by employers surveyed

Training Providers

- De Anza College
- Evergreen Valley College
- Gavilan College
- Institute for Paralegal Education
- West Valley College

Physical Therapy Aides

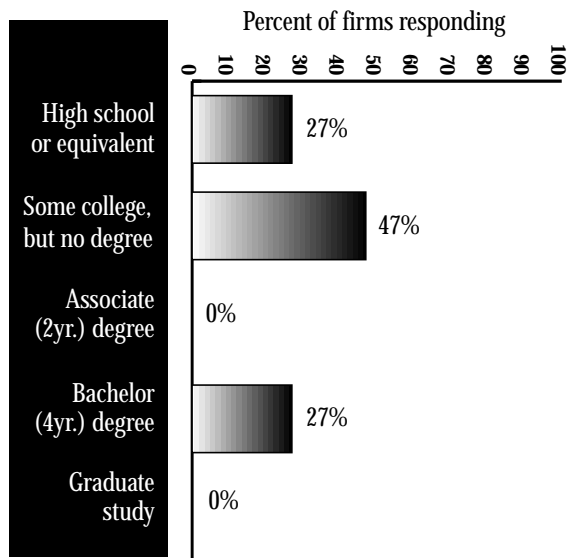
660172

Physical Therapy Aides prepare patients and treatment area for physical therapy treatments and assist Physical Therapists with treatments such as gait training, hydrotherapy, and exercise programs. They transport patients to and from treatment area and assemble and maintain equipment and supplies. They may perform routine clerical and related tasks. They work under continuous on-site supervision of licensed/registered Physical Therapists.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 8.00	\$15.00	\$10.00
New hires, experienced	\$ 8.00	\$15.00	\$10.00
Experienced, 3 yrs. w/ firm	\$10.00	\$18.00	\$12.00

Education



Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	83%
Dental Insurance	0%	58%
Vision Insurance	0%	42%
Life Insurance	0%	33%
Paid Sick Leave	8%	50%
Paid Vacation	8%	50%
Retirement	8%	33%
Child Care	0%	0%

Occupational Skills

Communication Skills

- Oral communication skills
- Ability to read and follow instructions

Personal Skills:

- Customer service skills
- Ability to work independently
- Willingness to work with close supervision

Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	0%	60%	33%	7%
Training as substitute for work experience *	7%	53%	40%	0%

*Refers to on-the-job training

Employment Distribution By Gender:

Male: 28%

Female: 72%

Physical Therapy Aides

California Occupational Guide Number: 541

Work Patterns: Full-time: 40 hours per week

Part-time: 24 hours per week

On-call: 33 hours per week

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified	X			
Inexperienced	X			

Principal Employing Industries

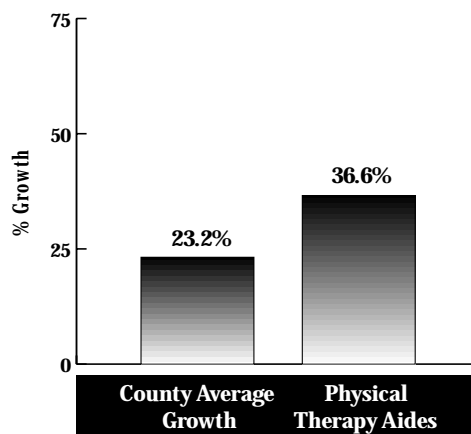
Industry	Percent	SIC
Offices of Health Practitioners	42.0	8049
Offices & Clinics of Chiropractors	21.1	8041
General Medical & Surgical Hospital	11.7	8062
Offices & Clinics of Medical Doctors	8.5	8062
Specialty Outpatient Clinics, NEC	6.5	8093

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Private employment agencies
- Hire unsolicited applicants
- Networking
- Public school or program referrals

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: Small

Projected Growth: Much faster than average

Openings Due to Separations: 100

*Projections are for Physical Therapy Aides and Assistants

Employment levels	Decline	Remain Stable	Grow
Projected over * the next 3 years	0%	87%	13%

* Projected by employers surveyed

Training Providers

- Santa Clara County Regional Occupation Program - South (ROP)

Physical Therapy Assistants

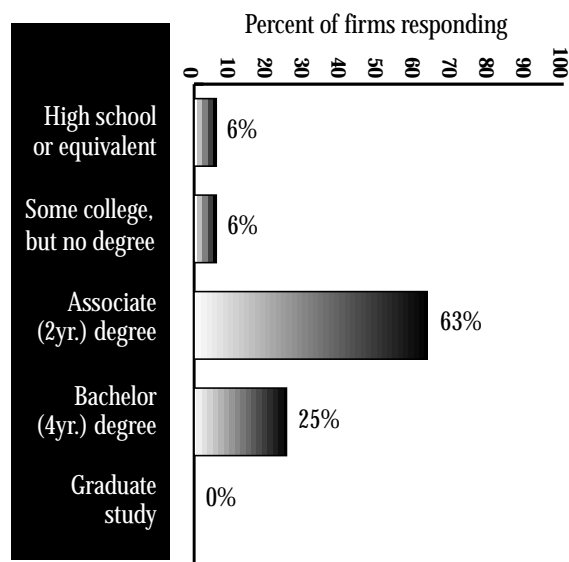
660171

Physical Therapy Assistants administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. They administer treatments such as exercise, gait training, massage, whirlpool, and hot packs. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain patient records.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$13.97	\$17.00	\$15.00
New hires, experienced	\$13.97	\$21.00	\$17.00
Experienced, 3 yrs. w/ firm	\$16.00	\$24.00	\$19.00

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	6%	63%	31%	0%
Training as substitute for work experience *	0%	50%	44%	6%

* Refers to training for a Physical Therapy Assistant's (PTA) License

Fringe Benefits

	Part-time	Full-time
Medical Insurance	13%	100%
Dental Insurance	13%	100%
Vision Insurance	13%	60%
Life Insurance	13%	53%
Paid Sick Leave	20%	67%
Paid Vacation	20%	60%
Retirement	20%	47%
Child Care	0%	7%

Occupational Skills

Communication Skills:

- Ability to write effectively and legibly
- Oral communication skills
- Ability to read and follow instructions

Personal Skills:

- Customer service skills
- Ability to work independently

Physical Skills:

- Ability to lift at least 20 lbs.

Occupation Specific Skills:

- Knowledge of physiology and anatomy
- Knowledge of geriatrics and orthopedic care
- Transferring techniques moving patients
- Ability to take vital signs
- Ability to maintain progress notes and summaries
- Knowledge of sports medicine

Employment Distribution By Gender:

Male: 27%

Female: 73%

Physical Therapy Assistants

California Occupational Guide Number: 541

Work Patterns: Full-time: 40 hours per week

Part-time: 24 hours per week

On-call: 33 hours per week

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified			X	
Inexperienced			X	

Principal Employing Industries

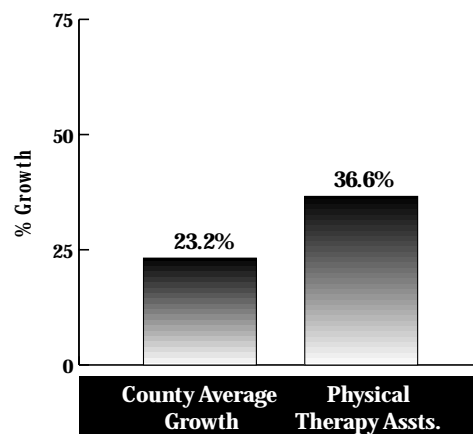
Industry	Percent	SIC
Offices of Health Practitioners	42.0	8049
Offices & Clinics of Chiropractors	21.1	8041
General Medical & Surgical Hospital	11.7	8062
Offices & Clinics of Medical Doctors	8.5	8062
Specialty Outpatient Clinics, NEC	6.4	8093

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Hire unsolicited applicants
- Public school or program referrals
- Recruit via professional journals
- In-house promotion or transfer
- Internship/hired volunteers
- Networking

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: Small

Projected Growth: Much faster than average

Openings Due to Separations: 100

* Projections are for Physical Therapy Aides and Assistants

Employment levels	Decline	Remain Stable	Grow
Projected over * the next 3 years	0%	87%	13%

* Projected by employers surveyed

Training Providers

- De Anza College

Receptionists & Information Clerks

553050

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Please do not include Receptionists who primarily operate switchboards.

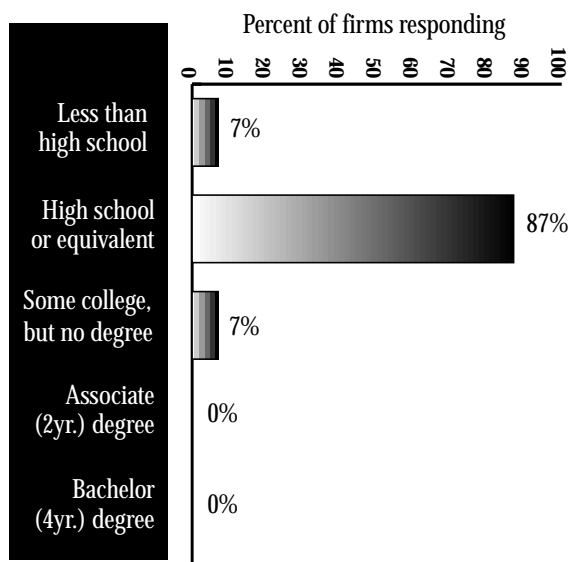
Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 6.00	\$10.00	\$ 9.00
New hires, experienced	\$ 6.00	\$12.00	\$10.00
Experienced, 3 yrs. w/ firm	\$ 7.00	\$13.00	\$11.00

Fringe Benefits

	Part-time	Full-time
Medical Insurance	15%	92%
Dental Insurance	15%	77%
Vision Insurance	0%	46%
Life Insurance	8%	46%
Paid Sick Leave	8%	54%
Paid Vacation	8%	54%
Retirement	8%	15%
Child Care	0%	8%

Education



Occupational Skills

Basic/Technical Skills

- PC and keyboarding skills

Communication Skills:

- Oral communication skills
- Ability to read and follow instructions

Personal Skills:

- Customer service skills
- Good grooming skills
- Ability to work under pressure

Occupation Specific Skills:

- Alphabetic and numeric filing skills
- Telephone answering skills
- Ability to operate a multi-line command phone center
- Word processing skills

Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	0%	7%	47%	47%
Training as substitute for work experience	13%	33%	33%	20%

Employment Distribution By Gender:

Male: 9%

Female: 91%

Receptionists & Information Clerks

California Occupational Guide Number: 21

Work Patterns: Full-time: 40 hours per week

Part-time: 22 hours per week

On-call: 12 hours per week

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified		X		
Inexperienced		X		

Principal Employing Industries

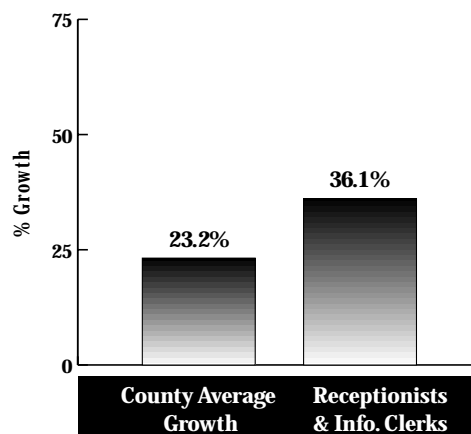
Industry	Percent	SIC
Help Supply Services	18.9	7363
Offices & Clinics of Medical Doctors	9.9	8011
Offices & Clinics of Dentists	6.1	8021
Legal Services	3.1	8111
Colleges & Universities	2.7	8221

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Private employment agencies
- Public school or program referrals
- Recruit via Internet
- In-house promotion or transfer
- Employment Development Department

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: Very large

Projected Growth: Much faster than average

Openings Due to Separations: 1,530

Employment levels	Decline	Remain Stable	Grow
Projected over * the next 3 years	0%	73%	27%

* Projected by employers surveyed

Training Providers

- Center for Employment Training
- Center for Training and Career, Inc.
- Central County Occupational Center (CCOC)
- Gavilan College
- Local Adult Education Centers
- Metropolitan Adult Education Program
- San Jose City College

Sales Agents & Placers - Insurance

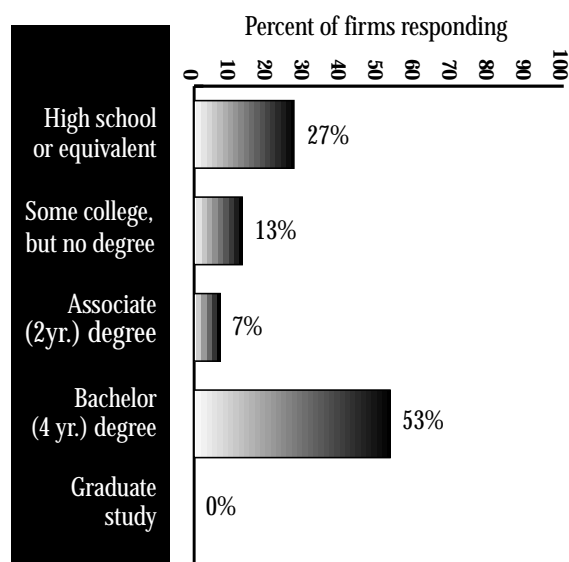
430020

Sales Agents and Placers - Insurance sell or advise clients on life insurance, endowments, fire, accident, and other types of insurance. They may refer clients to independent brokers or work as an independent broker, or be employed by an insurance company.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 8.63	\$19.18	\$11.99
New hires, experienced	\$ 8.63	\$23.97	\$14.38
Experienced, 3 yrs. w/ firm	\$11.99	\$38.36	\$23.01

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	13%	20%	13%	53%
Training as substitute for work experience	40%	27%	27%	7%

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	100%
Dental Insurance	0%	100%
Vision Insurance	0%	80%
Life Insurance	0%	90%
Paid Sick Leave	0%	80%
Paid Vacation	0%	80%
Retirement	0%	70%
Child Care	0%	0%

Occupational Skills

Basic/Technical Skills:

- Basic and business math skills
- PC and keyboarding skills

Communication Skills:

- Oral communication skills
- Ability to follow oral instructions
- Ability to write effectively
- Ability to read and follow instructions

Personal Skills:

- Ability to work independently
- Customer service skills
- Ability to work under pressure
- Willingness to work with close supervision

Physical Skills:

- Ability to sit continuously for 2 or more hours

Occupation Specific Skills:

- Ability to apply sales techniques
- Ability to interpret policy coverage
- Possession of an insurance agent's/broker's license
- Understanding of casualty insurance
- Bondable
- Ability to appraise real and personal property
- Verbal presentation skills

Computer Software Skills

- Word processing skills
- Spreadsheet skills

Employment Distribution By Gender:

Male: 74%

Female: 26%

Sales Agents & Placers - Insurance

California Occupational Guide Number: 455

Work Patterns: Full-time: 40 hours per week

Part-time: 25 hours per week

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified				X
Inexperienced			X	

Principal Employing Industries

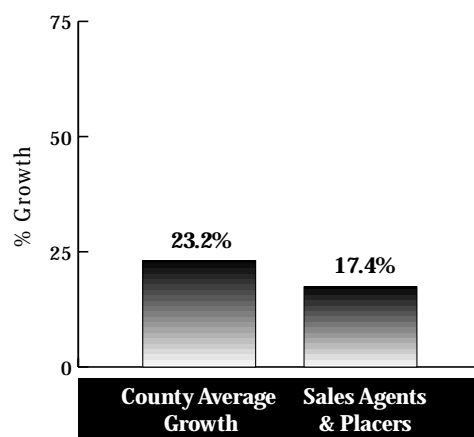
Industry	Percent	SIC
Insurance Agents, Brokers & Services	53.1	6411
Life Insurance	25.7	6311

Recruitment Methods

- Employees referrals
- Recruit via newspaper ads
- Private employment agencies
- Recruit via internet
- Company recruiter
- Hire unsolicited applicants
- In-house promotion or transfer
- Advertise in trade journals/publications
- Word of mouth

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: Small

Projected Growth: Slower than average

Opening Due to Separations: 80

Employment levels	Decline	Remain Stable	Grow
Projected over * the next 3 years	0%	20%	80%

* Projected by employers surveyed

Training Providers

- Quick Learning School of San Jose

Salespersons - Retail Except Vehicle Sales

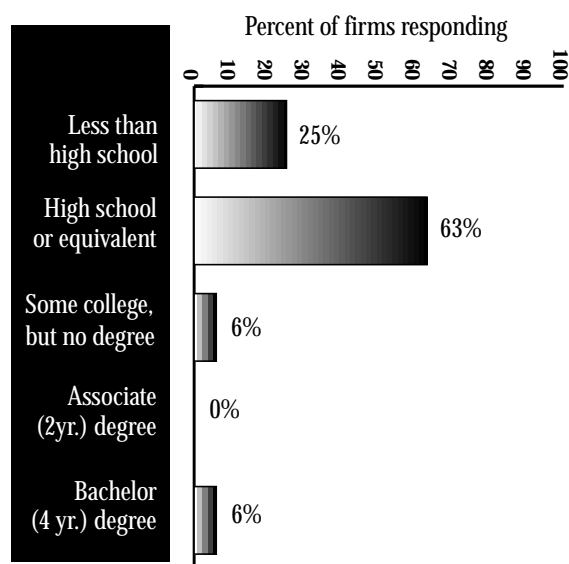
490110

Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Please do not include workers who work primarily as Cashiers.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 5.75	\$ 8.00	\$ 6.00
New hires, experienced	\$ 5.75	\$ 8.50	\$ 6.25
Experienced, 3 yrs. w/ firm	\$ 5.75	\$12.00	\$ 8.00

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	0%	19%	38%	44%
Training as substitute for work experience	56%	31%	0%	13%

Fringe Benefits

	Part-time	Full-time
Medical Insurance	7%	93%
Dental Insurance	7%	86%
Vision Insurance	0%	36%
Life Insurance	0%	57%
Paid Sick Leave	14%	50%
Paid Vacation	14%	71%
Retirement	7%	21%
Child Care	0%	0%

Occupational Skills

Communication Skills:

- Oral communication skills

Personal Skills:

- Willingness to work with close supervision
- Good grooming skills

Occupation Specific Skills:

- Customer service skills
- Ability to apply sales techniques
- Ability to operate a cash register
- Ability to make change

Employment Distribution By Gender:

Male: 29%

Female: 71%

Salespersons - Retail Except Vehicle Sales

California Occupational Guide Number: 536

Work Patterns: Full-time: 40 hours per week

Part-time: 24 hours per week

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified		X		
Inexperienced	X			

Principal Employing Industries

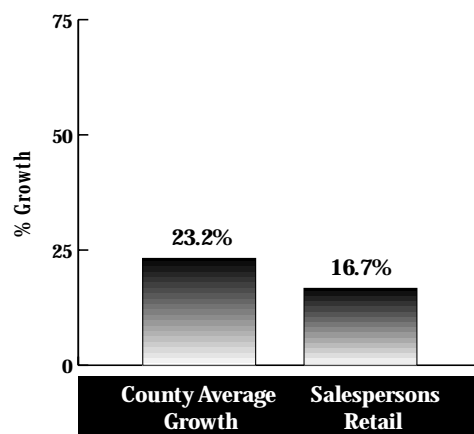
Industry	Percent	SIC
Department Stores	19.7	5311
Family Clothing Stores	7.7	5651
Lumber & Other Building Material	4.6	5211
Women Clothing Stores	4.4	5621

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Hire unsolicited applicants
- In-house promotion or transfer
- Company recruiter
- Employee Development Department
- Recruit via job fairs
- Public school or program referrals
- Recruit via window signs

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995*: Very large

Projected Growth: Slower than average

Opening Due to Separations*: 5,990

* Projections include Retail - Vehicle Sales

Employment levels	Decline	Remain Stable	Grow
Projected over * the next 3 years	0%	56%	44%

* Projected by employers surveyed

Training Providers

- Institute for Career Development (Goodwill)
- San Jose City College
- Santa Clara County Regional Occupational Program-South (ROP)
- Santa Clara Unified Adult Education

Stock Clerks - Stockroom, Warehouse, Storage Yard

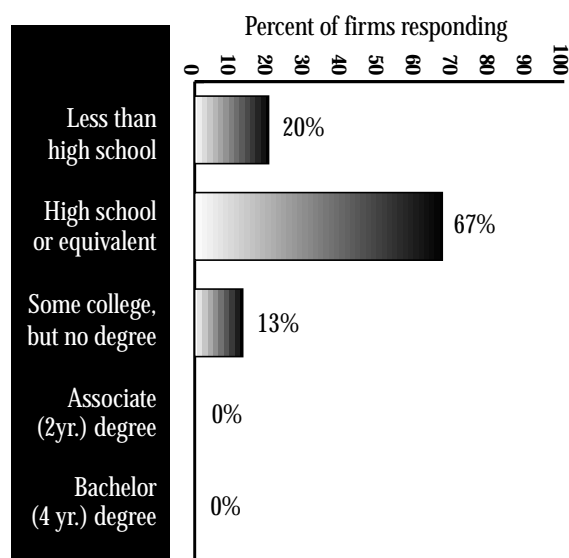
580230

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse or storage yard, and keep records and compile stock reports. Please do not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 5.75	\$12.10	\$ 8.00
New hires, experienced	\$ 5.75	\$14.25	\$ 8.00
Experienced, 3 yrs. w/ firm	\$ 7.00	\$16.32	\$10.50

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	0%	27%	13%	60%
Training as substitute for work experience	53%	20%	20%	7%

Fringe Benefits

	Part-time	Full-time
Medical Insurance	23%	92%
Dental Insurance	23%	92%
Vision Insurance	15%	69%
Life Insurance	15%	85%
Paid Sick Leave	8%	69%
Paid Vacation	8%	69%
Retirement	8%	69%
Child Care	0%	0%

Occupational Skills

Basic/Technical Skills:

- Basic math skills

Communication Skills:

- Ability to follow oral instructions
- Ability to read and follow instructions
- Ability to write legibly

Personal Skills:

- Ability to work independently
- Customer service skills
- Willingness to work with close supervision

Physical Skills:

- Ability to lift at least 10 lbs.

Occupation Specific Skills:

- Ability to stock shelves

Computer Software Skills:

- Spreadsheet skills
- Word processing skills
- Database skills

Employment Distribution By Gender:

Male: 62%

Female: 38%

Stock Clerks - Stockroom, Warehouse, Storage Yard

California Occupational Guide Number: 74

Work Patterns: Full-time: 40 hours per week

Part-time: 25 hours per week

Seasonal: 18 hours per week

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified		X		
Inexperienced		X		

Principal Employing Industries

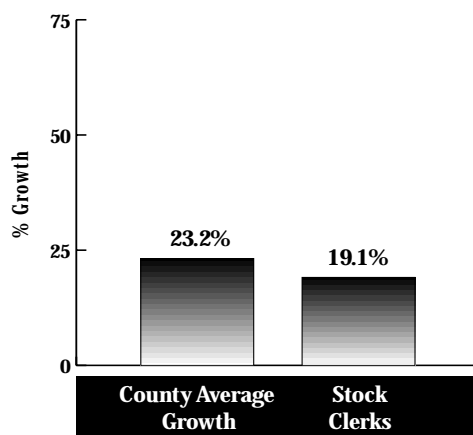
Industry	Percent	SIC
Help Supply Services	15.1	7363
Grocery Stores	7.2	5411
General Medical & Surgical Hospital	3.4	8062
Computers, Peripherals & Software	3.3	5045
Telephone & Telegraph Apparatus	2.9	3661

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Hire unsolicited applicants
- Recruit via internet
- Recruit via job fairs
- In-house promotion or transfer
- Recruit via flyers, window signs and in-store ads

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: Very large

Projected Growth: Slower than average

Openings Due to Separations: 930

Employment levels	Decline	Remain Stable	Grow
Projected over * the next 3 years	7%	67%	27%

* Projected by employers surveyed

Training Providers

- Center for Employment Training
- Institute for Career Development (Goodwill)

Systems Analysts- Electronic Data Processing

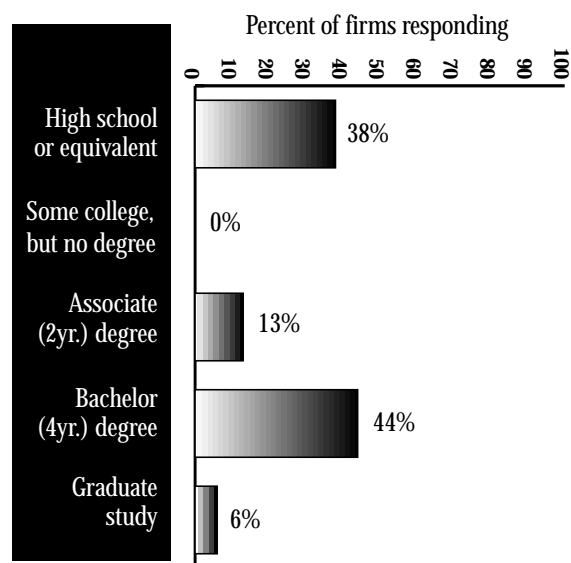
251020

Systems Analysts analyze business, scientific, and technical problems for application to electronic data processing systems. Please do not include persons working primarily as engineers, mathematicians, programmers, or scientists.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$14.38	\$23.97	\$20.38
New hires, experienced	\$14.38	\$31.17	\$21.58
Experienced, 3 yrs. w/ firm	\$19.00	\$35.96	\$27.57

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience* Required	75%	6%	0%	19%
Training as substitute for work experience	13%	0%	25%	63%

* Refers to 12-36 months as a Consultant, Systems/Network Technician or Engineer

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	100%
Dental Insurance	0%	100%
Vision Insurance	0%	94%
Life Insurance	0%	81%
Paid Sick Leave	0%	100%
Paid Vacation	0%	100%
Retirement	0%	100%
Child Care	0%	6%

Occupational Skills

Basic/Technical Skills:

- Basic math skills

Communication Skills:

- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

Personal Skills:

- Willingness to work with close supervision
- Customer service skills
- Ability to work independently

Occupation Specific Skills:

- Ability to prepare flow charts
- Knowledge of microcomputer and minicomputer hardware
- Ability to set up and maintain multi-user systems

Computer Software Skills:

- Database skills
- Knowledge of LAN, WAN, UNIX, Windows NT
- Ability to use business, scientific, engineering applications software

* Respondants did not provide any occupational skills information- the information is provided by EDD/LMID

Employment Distribution By Gender:

Male: 78%

Female: 22%

Systems Analysts- Electronic Data Processing

California Occupational Guide Number: 541

Work Patterns: Full-time: 40 hours per week

Part-time: n/a

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified			X	
Inexperienced			X	

Principal Employing Industries

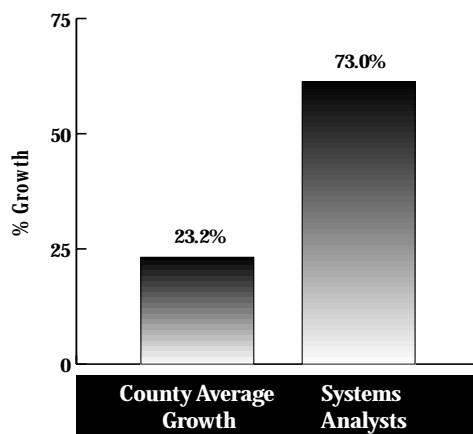
Industry	Percent	SIC
Electronic Computers	14.2	3571
Semiconductors & Related Devices	12.9	3674
Computer Related Services, NEC	12.9	7379
Computer Programming Services	10.1	7371

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Private employment agencies
- Recruit via internet
- Recruit via job fairs
- Public school or program referrals
- College recruiter
- Employment Development Department

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: Very large

Projected Growth: Much faster than average

Openings Due to Separations: 460

Employment levels	Decline	Remain Stable	Grow
Projected over * the next 3 years	0%	63%	38%

* Projected by employers surveyed

Training Providers

Training specific to this occupation is not available.

Computer - Networking would be the related area of training.

- Career Dynamics International
- Computer Learning Center of San Jose
- Computer Training Academy
- Computer Training Institute
- De Anza College
- Foothill College
- Pacific Dataware Inc.
- San Jose City College
- West Valley College

Teachers - Secondary School

313080

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Please include vocational high school teachers. Please do not include special education teachers who teach only students with disabilities.

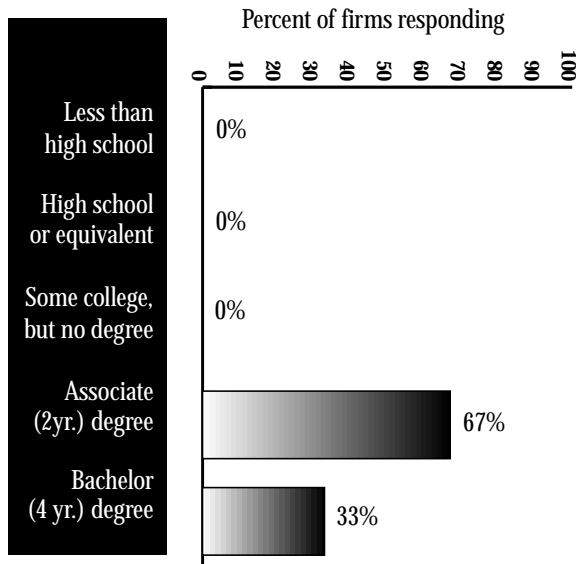
Wage Information

	Experience	Low	High	Median
NON-UNION	New hires, no experience	\$ 9.59	\$12.62	\$11.75
	New hires, experienced	\$ 9.59	\$14.38	\$12.23
	Experienced, 3 yrs. w/ firm	\$10.03	\$19.18	\$13.29
UNION	New hires, no experience	\$11.89	\$14.38	\$13.32
	New hires, experienced	\$13.43	\$16.44	\$14.67
	Experienced, 3 yrs. w/ firm	\$15.73	\$21.92	\$19.18

Fringe Benefits

	Part-time	Full-time
Medical Insurance	25%	100%
Dental Insurance	25%	92%
Vision Insurance	25%	92%
Life Insurance	25%	100%
Paid Sick Leave	17%	92%
Paid Vacation	17%	75%
Retirement	25%	92%
Child Care	0%	0%

Education



Occupational Skills

Basic/Technical Skills:

- Basic math skills

Communication Skills:

- Ability to write effectively and legibly
- Oral communication skills
- Ability to read and follow instructions

Personal Skills:

- Ability to work independently
- Understanding a variety of cultures
- Possession of a clean police record
- Ability to exercise patience
- Public contact skills
- Ability to read and comprehend information quickly

Physical Skills:

- Ability to stand continuously for 2 or more hours

Occupation Specific Skills:

- Classroom management skills
- Problem solving skills
- Record keeping skills

Computer Software Skills

- Spreadsheet skills
- Word processing skills

Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience* Required	17%	42%	25%	17%
Training as substitute for work experience*	33%	42%	25%	0%

* Teaching credential required

Employment Distribution By Gender:

Male: 45%

Female: 55%

Teachers - Secondary School

California Occupational Guide Number: 57

Work Patterns: Full-time: 43 hours per week

Part-time: 24 hours per week

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified			X	
Inexperienced			X	

Principal Employing Industries

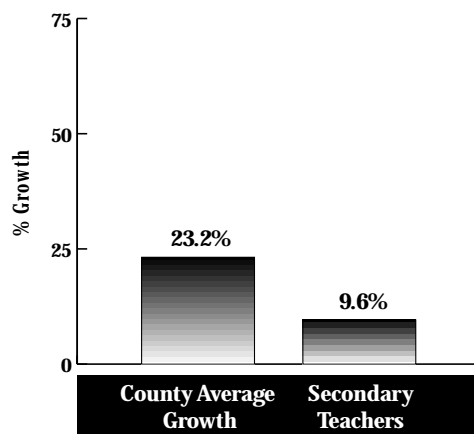
Industry	Percent	SIC
Elementary & Secondary Schools	99	8211

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Hire unsolicited applicants
- Public school or program referrals
- Private school referrals
- In-house promotion or transfer
- Employment Development Department

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: Very large

Projected Growth: Slower than average

Openings Due to Separations: 1,310

Employment levels	Decline	Remain Stable	Grow
Projected over * the next 3 years	0%	17%	83%

* Projected by employers surveyed

Training Providers

- National University
- San Jose State University, Continuing Education

Waiters & Waitresses

650080

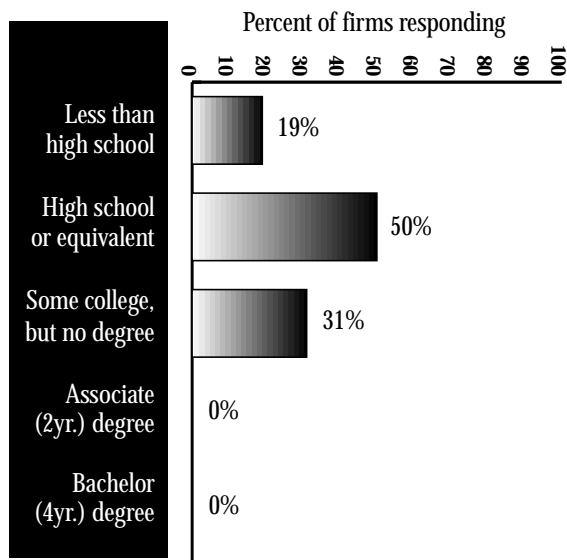
Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Please do not include workers who only work at counters.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 5.75	\$ 6.00	\$ 5.75
New hires, experienced	\$ 5.75	\$ 6.00	\$ 5.75
Experienced, 3 yrs. w/ firm	\$ 5.75	\$6.00	\$ 5.75

* Tips range from \$20-\$100 depending on shift

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	0%	50%	38%	13%
Training as substitute for work experience	38%	50%	13%	0%

Fringe Benefits

	Part-time	Full-time
Medical Insurance	25%	75%
Dental Insurance	25%	50%
Vision Insurance	13%	0%
Life Insurance	13%	13%
Paid Sick Leave	13%	38%
Paid Vacation	13%	25%
Retirement	13%	13%
Child Care	0%	0%

Occupational Skills

Basic/Technical Skills:

- Basic math skills

Communication Skills:

- Oral communication skills
- Ability to follow oral instructions
- Ability to read and follow instructions

Personal Skills:

- Ability to work under pressure
- Good grooming skills

Physical Skills:

- Ability to work rapidly
- Ability to stand continuously for 2 or more hours

Occupation Specific Skills:

- Knowledge of sanitary work environments
- Ability to handle multiple food orders quickly
- Customer service skills
- Ability to operate a cash register
- Cash handling skills

Employment Distribution By Gender:

Male: 46%

Female: 54%

Waiters & Waitresses

California Occupational Guide Number: 42

Work Patterns: Full-time: 40 hours per week

Part-time: 23 hours per week

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified		X		
Inexperienced		X		

Principal Employing Industries

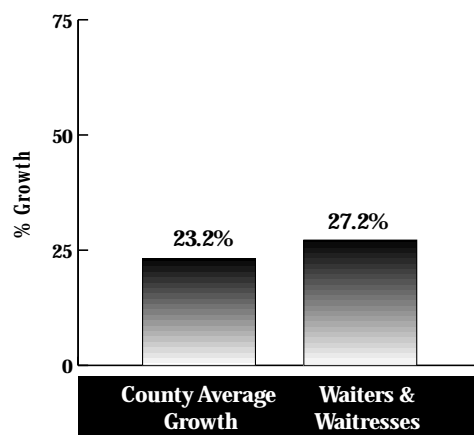
Industry	Percent	SIC
Eating Places	84.8	5812
Hotels & Motels	6.4	7011

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Private employment agencies
- Hire unsolicited applicants
- In-house promotion or transfer
- Recruit via window signs
- Word of mouth

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: Very large

Projected Growth: Faster than average

Openings Due to Separations: 3,470

Employment levels	Decline	Remain Stable	Grow
Projected over * the next 3 years	0%	50%	50%

* Projected by employers surveyed

Training Providers

Training specific to this occupation is not available.

Hospitality would be the related area of training.

- Mission College
- North County Regional Occupational Program
- Santa Clara County Regional Occupational Program-South (ROP)

Writers & Editors

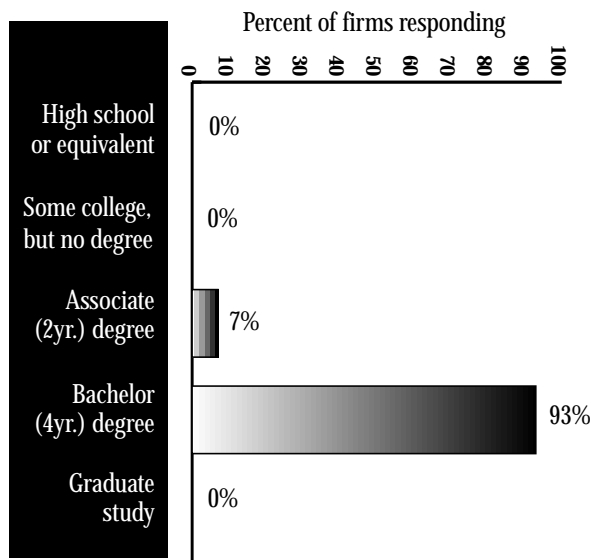
340020

Writers and Editors originate and prepare written material such as scripts, stories, news items, advertisements, and other materials. They coordinate, edit, and analyze prepared written material. Please include Managing Editors. Please do not include Publicity Writers, Public Relations Specialists, and Technical Writers.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 9.78	\$ 23.97	\$ 11.99
New hires, experienced	\$11.51	\$26.37	\$12.95
Experienced, 3 yrs. w/ firm	\$11.99	\$31.17	\$14.38

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	47%	40%	7%	7%
Training as substitute for work experience	0%	0%	53%	47%

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	80%
Dental Insurance	0%	60%
Vision Insurance	0%	53%
Life Insurance	0%	60%
Paid Sick Leave	0%	80%
Paid Vacation	0%	80%
Retirement	0%	67%
Child Care	0%	0%

Occupational Skills

Basic/Technical Skills:

- PC and keyboarding skills
- Basic math skills

Communication Skills:

- Ability to write effectively
- Ability to follow oral instructions
- Oral communication skills
- Ability to read and follow instructions

Personal Skills:

- Ability to work independently
- Public contact skills
- Ability to work under pressure
- Ability to read and comprehend information quickly
- Ability to handle crisis situations

Physical Skills:

- Ability to sit continuously for 2 or more hours
- Good vision

Occupation Specific Skills:

- Proofreading skills
- English grammar, spelling, and punctuation skills
- Ability to read and follow instructions
- Investigative research

Computer Software Skills

- Word processing skills
- Desktop Publishing skills
- Database skills

Employment Distribution By Gender:

Male: 46%

Female: 54%

Writers & Editors

California Occupational Guide Number: 113

Work Patterns: Full-time: 40 hours per week

Part-time: 20 hours per week

Supply & Demand

Employers surveyed reported the level of difficulty they had finding *fully experienced and qualified* applicants and *inexperienced* applicants:

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified			X	
Inexperienced			X	

Principal Employing Industries

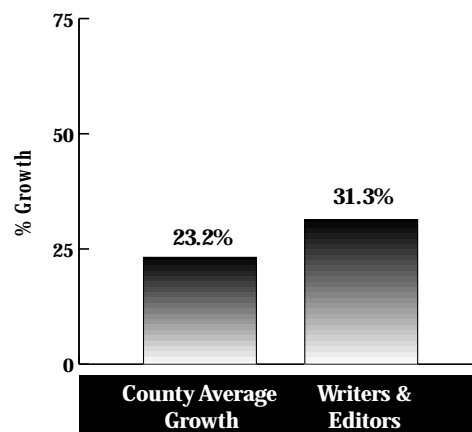
Industry	Percent	SIC
Electronic Computers	10.9	3571
Engineering Services	10.4	8711
Newspapers	9.2	2711
Information Retrieval Services	6.5	7375
Periodicals	6.4	2721

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Hire unsolicited applicants
- In-house promotion or transfer
- Recruit via internet

Employment Trends

Projection period 1995-2002



Size of Occupation in 1995: Small

Projected Growth: Faster than average

Openings Due to Separations: 150

Employment levels	Decline	Remain Stable	Grow
Projected over * the next 3 years	0%	86%	14%

* Projected by employers surveyed

Training Providers

Training specific to this occupation is not available.

Communication - Journalism and Broadcasting would be the related area of training.

- De Anza College
- Evergreen Valley College
- Santa Clara County Regional Occupational Program-South (ROP)
- San Jose State University, Continuing Education

List of Training Providers

Baraban Training Institute

2620 Augustine Dr, Suite 230
Santa Clara, CA 95054
408-970-9944

Center For Employment Training

701 Vine Street
San Jose, CA 95110
408-287-7924

Center for Training and Careers, Inc.

1600 Las Plumas Avenue
San Jose, CA 95133
408-251-3165

Central County Occupational Center (CCOC)

760 Hillsdale Avenue
San Jose, CA 95136
408-723-6400
career.metroed.net

Computer Learning Center of San Jose

111 North Market Street
San Jose, CA 95113
408-271-3400

Computer Training Academy

235 Charcot Avenue
San Jose, CA 95131
408-441-6990

Computer Training Consultants

1275 Winchester Blvd., Suite E
San Jose, CA 95128
408-241-3200

De Anza College

21250 Stevens Creek Boulevard
Cupertino, CA 95014
408-864-5678
www.deanza.fhda.edu

Evergreen Valley College

3095 Yerba Buena Rd.
San Jose, CA 95135
408-274-7900
www.evc.edu

Foothill College

12345 El Monte Road
Los Altos, CA 94022
925-949-7254
www.foothill.fhda.edu

Gavilan College

5055 Santa Teresa Boulevard
Gilroy, CA 95020
408-847-1400
www.gavilan.cc.ca.us

Golden Gate University

5050 El Camino Real
Los Altos, CA 94022
925-961-3000
www.ggu.edu

**Heald College, School of Business and
Institute of Technology**

341 Great Mall Pkwy
Milpitas, CA 95035
408-955-9555
www.heald.edu

Institute For Business and Technology

2550 Scott Boulevard
Santa Clara, CA 95050
408-727-1060
www.ibtedu.com

Institute for Career Development (Goodwill)

1080 North 7th Street
San Jose, CA 95112
408-998-5787

List of Training Providers

Institute of Computer Technology

589 W. Fremont Avenue, P.O. Box F
Sunnyvale, CA 94087
408-736-4291

Institute For Paralegal Education

Santa Clara University
Santa Clara, CA 95053
408-554-4535

Metropolitan Adult Education

Program - Campbell Center
1224 Del Mar Ave
San Jose, CA 95128
408-947-2300

Metropolitan Adult Education

Program - Metropolitan Center
760 Hillsdale Ave
San Jose, CA 95136
408-723-6450

Milpitas Unified Adult Education

1331 E. Calaveras Blvd
Milpitas, CA 95035
408-945-2392

Mission College

3000 Mission College Blvd
Santa Clara, CA 95054
408-988-2200

Morgan Hill Unified Adult Education

1505 E. Main Ave.
Morgan Hill, CA 95037
408-779-5261

National University

5300 Stevens Creek Blvd.
San Jose, CA 95129
408-236-1100

North County Regional Occupational Program

575 West Fremont Avenue
Sunnyvale, CA 94087
408-733-0881

On Line Design

3211 Scott Blvd., #103
Santa Clara, CA 95054
408-727-2200

Pacific Western Career

2850 Decoto Rd.
Fremont, CA
510-742-9500

Phillips Junior College

1 West Campbell Avenue
Campbell, CA 95008
408-866-6666

Quick Learning School of San Jose

123 E. Gish Rd.
San Jose, CA 95112
408-453-8133

University of California San Francisco

505 Parnassus
San Francisco, CA 94143
408-476-9000

San Jose City College

2100 Moorpark Avenue
San Jose, CA 95128
408-298-2181
www.sjcc.edu

San Jose Computer Academy

160 E. Virginia St., Suite #200
San Jose, CA 95112
408-293-5152

List of Training Providers

**San Jose State University,
Professional Development Center**
3031 Tisch Way, Suite #200
San Jose, CA 95128
408-985-7578

San Jose State University
One Washington Square
San Jose, CA 95192
408-924-1000

**Santa Clara County Regional Occupational
Program - South (ROP)**
7365 G Monterey St.
Gilroy, CA 95020
408-842-0361

Santa Clara Unified Adult Education
1840 Benton Street
Santa Clara, CA 95050
408-984-6220

Target Masters Security
122 Minnis Circle
Milpitas, CA 95035
408-263-7468

Wave Technologies
1735 Technology Dr
San Jose, CA 95110
408-451-9444

West Valley College
14000 Fruitvale Avenue
Saratoga, CA 95070
408-741-2001
www.wvmccd.cc.ca.us/wvc/

University of California, Santa Cruz
3120 De La Cruz Boulevard
Santa Clara, CA 95054
408-748-7370

List of Training Providers URL's

Adult Education

Fremont UHSD www.ace.fuhsd.org

Community College

De Anza College www.deanza.fhda.edu

Evergreen Valley College www.evc.edu

Foothill College www.foothill.fhda.edu

Gavilan College www.gavilan.cc.ca.us

San Jose City College www.sjcc.edu

West Valley College www.wvmccd.cc.ca.us/wvc/

Continuing Education

San Jose State University,
Continuing Education profdev.sjsu.ed

UC Santa Cruz Extention www.ucsc-extension.edu

Private Schools

APICS - Santa Clara Valley Chapter www.apics-west.org

Center for Body Harmonics www.alternativehealing.com

Chamberlin Real Estate School www.reschool.com

Contractor's State License Schools www.csls.com

Copper Connection www.copperconn.com

Embry Riddle Aeronautical Universtiy www.ec.erau.edu

Golden Gate University www.ggu.edu

Heald College www.heald.edu

Insitute for Business Technology www.ibtedu.com

Master's Institute www.matersi.edu

Technowology Education Center www.techknowlogy.com

Regional Occupational Program

Central County Occupational Center career.metroed.net

Previously Studied Occupations

Accountants & Auditors: 1994	Drug and Alcohol Counselors: 1993
Adjustment Clerks: 1997	Electrical and Electronic Engineering - Technicians and Technologists: 1996
Automotive Mechanics: 1989,1993,1996	Electrical and Electronic Engineers: 1996
Assemblers: Electrical & Electronic Equipment: 1995	Electricians: 1995
Assemblers & Fabricators: 1994	Electromedical and Biomedical Equipment Repairers: 1993
Billing, Cost, & Rate Clerks: 1994	Employment Interviewers - Private or Public Employers: 1997
Biological Scientists: 1995	Emergency Medical Technicians: 1994
Biological, Agricultural & Food Technicians & Technologists - Except Health: 1992, 1995	English & Foreign Language Teachers - Post secondary: 1 994
Bus & Truck Mechanics & Diesel Engine Specialists: 1993, 1996	Farm Equipment Operators: 1996
Bookkeeping, Accounting & Auditing Clerks - including Bookkeepers: 1995	Financial Managers: 1994
Chemical Technicians & Technologist - except Medical & Clinic: 1990, 1995	Floral Designers: 1993
Child Care Workers: 1993	Food Service Managers: 1993
Claims Examiners - Property & Casualty Insurance: 1997	Gardeners, Groundskeepers - except Farm: 1995
Compliance Officers & Enforcement Inspectors: 1996	General Office Clerks: 1993
Computer Aided Audio/Visual Engineers: 1996	Guards & Watch Guards: 1993
Computer Animators: 1996	Hand Packers & Packagers: 1993
Computer Engineers: 1995	Hazardous Waste Management Specialists: 1995
Computer Operators: 1995	Highway Maintenance Workers: 1993
Computer Programmers, including Aides: 1997	Heating, Air Conditioning & Refrigeration Mechanics and Installers: 1990, 1993, 1997
Computer Aided Design Technicians: 1997	Hotel Desk Clerks: 1997
Cooks - Restaurant: 1995	Home Health Care Workers: 1990, 1994
Correction Officers & Jailers: 1995	Highway Maintenance Workers: 1993
Counter and Rental Clerks: 1994	Human Service Workers: 1995
Data Processing Equipment Repairers: 1990, 1994	Industrial Engineers - Except Safety: 1996
Dental Assistants: 1996	Industrial Truck & Tractor Operators: 1994
Dental Hygienist: 1994	Instructional Aides: 1991, 1995
Desktop Publishing - Graphic Designer: 1994, 1997	Integrated Circuit Fabricators/Operators: 1996
Dietetic Technicians: 1993	Integrated Circuit Layout Designers: 1996
Drafters: 1994	Internet Server Designers & Administrators (Webmasters): 1996
Dispatchers - except Police, Fire & Ambulance: 1991, 1995	Janitors & Cleaners - except Maids & Housekeeping Cleaners: 1997

Previously Studied Occupations

Kindergarten Teachers: 1994	Purchasing Managers: 1997
LAN/WAN (Local /wide Area Network) Managers: 1995	Quality Assurance Managers: 1997
Licensed Vocational Nurses: 1993, 1997	Real Estate Appraisers: 1993
Librarians - Professional: 1996	Recreation Workers: 1995
Loan Officers and Counselors: 1994	Registered Nurses: 1995
Machinists: 1997	Respiratory Care Practitioners: 1995, 1991
Maids & Housekeeping Cleaners: 1994	Sales Agents - Securities, Commodities & Financial Services: 1993
Marketing, Advertising, and Public Relations Managers: 1996	Sales Engineers: 1996
Medical Assistants: 1996	Sales Representatives, Scientific and Related Products and Services - except Retail: 1996
Medical & Clinical Laboratory Technologists: 1995	Secretaries, General: 1996
Medical & Clinical Laboratory Assistants: 1993	Secretaries, Legal: 1994
Medical Records Technicians: 1993, 1997	Secretaries, Medical: 1997
Merchandise Displayers & Window Trimmers: 1993	Sheet Metal Workers: 1994
Nurse Aides: 1995	Social Workers: 1996
Occupational Therapists: 1997	Software Engineers: 1996
Office Equipment Installers and Repairers: 1997	Stock Clerks - Stockroom, Warehouse, Storage Yard: 1998, 1993
Opticians, dispensing and Measuring: 1993	Surgical Technicians: 1993
Order Clerks - Materials, Merchandise & Service: 1997	Systems Analysts - Electronic Data Processing: 1993
Painters, Paperhangers - Construction & Maintenance: 1995	Teachers - Elementary School: 1997
Paralegal Personnel: 1994	Technical Writers: 1994
Personnel, Training, and Labor Relations Specialists: 1997	Telephone, Cable, TV Line Installers & Repairers: 1994
Personnel Clerks - except Payroll and Time Keeping: 1994	Tellers: 1994
Pharmacy Technicians: 1993, 1996	Traffic, Shipping, and Receiving Clerks: 1992
Photographic Processing Machine Operators and Tenders: 1993	Travel Agents: 1997
Physicians' Assistants***	Truck Drivers - Heavy or Tractor Trailer: 1991
Physical Therapists: 1997	Truck Drivers, Light - including Delivery & Route Workers: 1995, 1991
Plumbers, Pipefitters, and Steamfitters: 1997	Veterinary Assistants: 1997
Police Patrol Officers: 1995	Vocational & Educational Counselors: 1993
Preschool Teachers: 1994	Water and Liquid Waste Treatment Plant and System Operators: 1993
Production, Planning, and Expediting Clerks: 1994	Wholesale & Retail Buyers - except Farm Products: 1996
Psychiatric Aides: 1993	
Public Relations Specialists & Publicity Writers: 1997	